

State of Indiana

GMIS / PeopleSoft

Technical Standards & Procedures

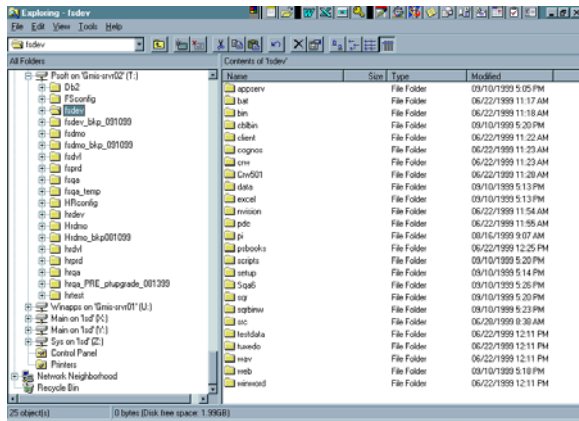
Supplemental Appendices

GMIS Standards & Procedures GMIS Team GMIS_Standards_v3.doc November 1, 2001

Supplemental Appendices

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- HR (alphabetically)
 - HRDEV Development
 - HRSDMO Demo - PeopleSoft delivered "vanilla"
 - HRDVL Training
 - HRPRD Production
 - HRQA Quality Assurance
 - HRTEST Testing

Directory	SubDirectory	FS / HR / Both	Purpose
\Appserv			Application Server Directories
	\Unix		
	\Webmon		
\Bat			
\Bin			pstools.exe, PeopleSoft executables, DLL's
	\Client		
	\Server		
\Cblbin			COBOL executables
\Client			NVision Repository
\Cognos			
\Crw			
	\language code		Crystal reports definitions by language
\Crw501			
\Data			Data Mover scripts from install
\Excel			Microsoft Excel templates
\nVision			
	\Instance		
	\Layout		Excel macro
\Pdc			
\Pi			
\Psbooks			Folio help files
\Quest		HR Only	unknown
\Scripts			
	\NT		SQL scripts used during database creation
	\Unix		SQL scripts used during database creation
	\Vms		SQL scripts used during database creation
\Setup			
	\Dbsetup		
	\Pstrans		
	\Windows		
	\Wssetup		Workstation setup program (setup.exe)
	\Inc		
	\Lib		

	\Psforms		
	\Puser		
	\Res		Alternate language source
\Sqa6			
\Sqr			
\Sqrbinw			
\Src			
\Testdata			
\Tuxedo			
\Tuxsrv			
\Winword			Word documents for use in winword processes

Appendix B. Sample Requirements & Specifications

The content and format of functional requirements and technical specifications may vary depending on the type of development being done but following are examples of the content needed for application modifications for GMIS/PeopleSoft. They include:

B.1 Business Requirements

2.1.1 Functional Design (may include Business Requirements)

2.1.2 Technical Specifications

2.1.3 Testing Criteria and Samples

Two examples follow:

PO 170: Vendor Profiles

PO 261: Auditor of State -- Purchase Order Interface

PO 170: Vendor Profiles

2.1.4 Functional Design Summary

Requirement # 1 Date: 12/29/98

Implications for other Modules (y/n) n

Business

Description: The State of Indiana (SOI) Procurement Division's PeopleSoft (PS)

Purchasing system requires some modifications in order to enforce

Or comply with policy or best practices. SOI requires additional data elements to be attached to the PS vendor table to primarily assist buyers during vendor selection for the solicitation process.

See Vendor Modification Components – Attachment Page 2

Modification

PS Name (Panel, Table, Data Vendor Group Quote List – this panel will be modified to

Element, Report, PeopleCode, Display vendor profile information (Minority Status, Small Batch Process) Business and Surveillance). Also, a Delivery Region must

Modification Description

Be specified to ensure the returned vendors can deliver

To the Agency.

Modification

PS Name (Panel, Table, Data See Attachment Pages 6 – 10

Element, Report, PeopleCode,
Batch Process)

Modification Description

New Feature

New Name (Panel, Table, Data VENDOR PROFILE – Data elements include Register Date,

Element, Report, PeopleCode, Delivery Region, Minority Status, Small Business and Batch Process) Surveillance.

New Feature

New Name (Panel, Table, Data VENDOR CATEGORIES – Vendors will register as to which

Element, Report, PeopleCode, Categories they can supply.
Batch Process)

See Attachment Pages 3 - 5

Prepared by: Mark Walker / Mark VonLehmden
User Sign-off Date:
Tech Sign-off Date:
Completion Date
Technical Specifications

PROJECT: PO170 – Financials – Purchasing
WORKPLAN: PO174 – PO176 – PO178
FIT/GAP: PO05 – PO04 – PO07 – PO10
DATE: 02/23/1999
ANALYST: Mark Walker
SUMMARY: This modification was requested by the Department of Administration's
Procurement Division.

The modification includes the following changes:

Tie vendors to quote groups (categories)
Add a register date for vendors
Specify a vendor's Minority Business Enterprise standing for RFQ
Identify a vendor as a small business for RFQ
Identify surveillance status for a vendor for RFQ

The following objects will be included in the application upgrade:

OBJECT	TYPE	STATUS	PAGE
PO170	PROJECT	NEW	
SOI_ENTRY_DATE	FIELD	NEW	2
SOI_MBE	FIELD	NEW	2
SOI_WBE	FIELD	NEW	2
SOI_DBE	FIELD	NEW	2
SOI_SM_BUS	FIELD	NEW	3
SOI_SURV	FIELD	NEW	3
SOI_VENDOR_PROF	RECORD	NEW	4
RFQ_VNDR_TBL	RECORD	MOD	4
SOI_VENDOR_VW	RECORD	NEW	4
SOI_VNDR_CATG	PANEL	NEW	5
SOI_VNDR_PROF	PANEL	NEW	6
RFQ_DISPATCH_01	PANEL	ORIG	7
RFQ_DISPATCH	PANEL	MOD	8
SOI_VNDR_CATG	PNLGRP	NEW	9
SOI_VNDR_PROF	PNLGRP	NEW	10
MAINTAIN_VENDORS	MENU	MOD	11

NOTE: Functional Definition Document: K:\BIT
Documentation\Financials\Purchasing\PO173\Mod2.doc

TEST CASE WORKSHEETS ARE ATTACHED TO THE END OF THIS DOCUMENT
NEW FIELD PROPERTIES

Field Name: SOI_ENTRY_DATE
Field Type: DATE
Field Length:
Long Name: Entry Date
Short Name: Entry Date
Field Format:
Description: Date the vendor was entered into the database.
Translate

Values:

Field Name: SOI_MBE
Field Type: CHAR
Field Length: 1
Long Name: Minority Business Enterprise
Short Name: Minority Bus
Field Format: Uppercase
Description: Indicates minority owned business
Translate
Values: M Active 01/02/1900 Minority Business Enterprise Minority

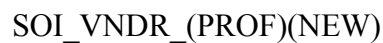
Field Name: SOI_WBE
Field Type: CHAR
Field Length: 1
Long Name: Women Business Enterprise
Short Name: Women Bus
Field Format: Uppercase
Description: Indicates woman owned business
Translate
Values: W Active 01/02/1900 Women Business Enterprise Women

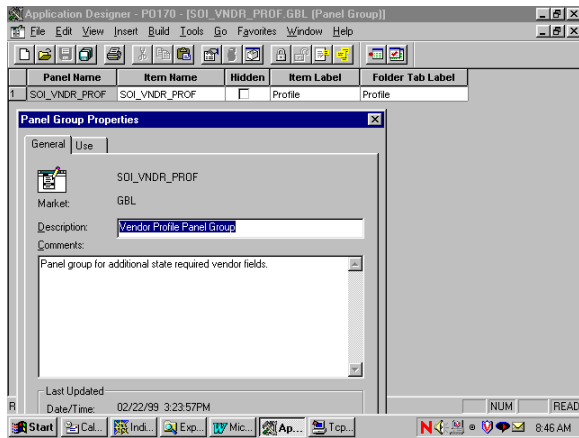
Field Name: SOI_DBE
Field Type: CHAR
Field Length: 1
Long Name: Disadvantaged Business
Short Name: Disadvant. Busi
Field Format: Uppercase
Description: Indicates disadvantaged minority owned business
Translate
Values: D Active 01/02/1900 Disadvantaged Business Disadvant

Field Name: SOI_SM_BUS
Field Type: CHAR
Field Length: 1
Long Name: Small Business
Short Name: Small Business
Field Format: Uppercase
Description: Indicates small business classification
Translate
Values: Y Active 01/02/1900 Small Business Small Bus.

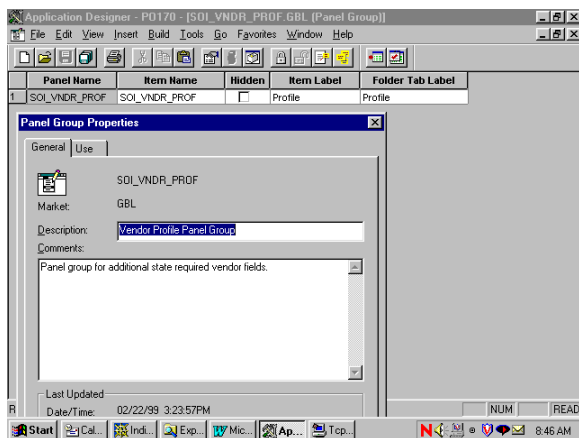
NEW FIELD PROPERTIES (Continued)

Field Name: SOI_SURV
Field Type: CHAR
Field Length: 1
Long Name: Surveillance
Short Name: Surveillance
Field Format: Uppercase
Description: Indicates the vendor as being under internal surveillance
Translate
Values: Y Active 01/02/1900 Surveillance Surveill



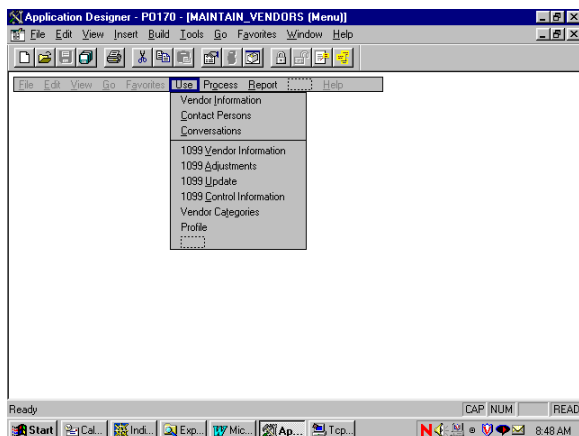


SOI_VNDR_(PROF)(NEW)



2.1.7 Modified Menu Definition

MAINTAIN_VENDORS (MOD)



B.2 PO 261: Auditor of State -- Purchase Order Interface

2.2.1 Functional Design Summary

Requirement # 261

Date: 04/09/1999

Implications for other Modules n
(y/n) —

Business

Description:

The State of Indiana (SOI) Procurement Division (IDOA) requires a file of purchase order information be produced that can be transmitted electronically to the Auditor of State for processing.
See PO/AOS Interface Components – Attachment Page 2

Modification

PS Name (Panel, Table, Data
Element, Report, PeopleCode,
Batch Process)
Modification Description

See attached document.

Modification

PS Name (Panel, Table, Data
Element, Report, PeopleCode,
Batch Process)
Modification Description

New Feature

New Name (Panel, Table, Data
Element, Report, PeopleCode,
Batch Process)

See attached document.

New Feature

New Name (Panel, Table,
Data

Element, Report,
PeopleCode,
Batch Process)

Prepared by: Mark Walker

User Sign-off _____

Date: _____

Tech Sign-off _____

Date: _____

Completion _____

Date _____

2.2.2 Technical Specifications

2.2.3 Field / Record Modifications

New Field Properties

Field Name: **SOI_PO_I_RUN_STAT**
Field Type: CHAR
Field Length: 1
Long Name: PO Interface Run Status
Short Name: PO Intfc Run St
Field Format: Uppercase
Description: Indicates status of Purchase Order pertaining to whether or not it has been selected for the interface file to the Auditor's office.

Translate

Values:	N	Active 01/02/1900	New
C	Active 01/02/1900	Created	
	R	Active 01/02/1900	Re-Send
	D	Active 01/02/1900	Do Not Send

Modified Record Properties.

Record Name: **PS_PO_HDR**
Description: Purchase Order Header (Modified)
Modification: Add new SOI_PO_I_RUN_STAT field to end of record definition.
Default = N
Alter Table

See PO_HDR attachment

Record Name: **PS_RUN_CNTL_PUR**
Description: Add PeopleCode to FILE_NAME *SaveEdit* event:
If %Panel = 'SOI_RUN_FS601' or 'SOI_RUN_FS602'
 If None (FILE_NAME) Then
 Error ("File Destination must be entered");
 End-If
End-If

2.2.4 New Panels

Description: PO Interface
Name: SOI_RUN_FS601
Record: RUN_CNTL_PUR
Navigation: GO Administer Procurement – Manage Purchase Orders
Process - PO Interface – Add or Update/Display
Narrative: This new panel will be used to select purchase orders for the AOS interface.

Manage Purchase Orders - Process - PO Interface

File Edit View Go Favorites Use Process Inquire Report Help

Interface

Operator ID: VP1
Run Control ID: MEW

Report Request Parameters

Business Unit: UNIV ☐ Select Re-Send Status Only?
PO ID:
From Date: Thru Date:
Vendor ID:
Buyer:
File Destination: C:\TEMP\FS601.TXT

SOI_RUN_FIN601 Update/Display

Business Unit can be used to select purchase orders for a specific agency.

PO ID – Enter a specific Purchase Order number.

From Date & Thru Date will be used to select purchase orders that have a “purchase order” date that is within this date range.

Vendor ID – Enter a specific vendor number.

Buyer – All purchase orders for a specific buyer.

File Destination – Enter a file path (i.e. C:\temp\interface.txt). This will designate the output destination of the interface file.

Any combination of these fields can be entered.

Select Re-send Status Only? – This flag will be used to “re-create” an interface file of purchase orders that have been marked as Re-send. Note: This field is PRT_OPEN from RUN_CNTL_PUR. The “ON”

value will designate “Re-send”. PRT_OPEN was used to avoid creating another new field.

This field will default to “off”. Also, all fields except File Destination will be grayed when selecting Re-Send Only.

Description: Reset PO Interface Status

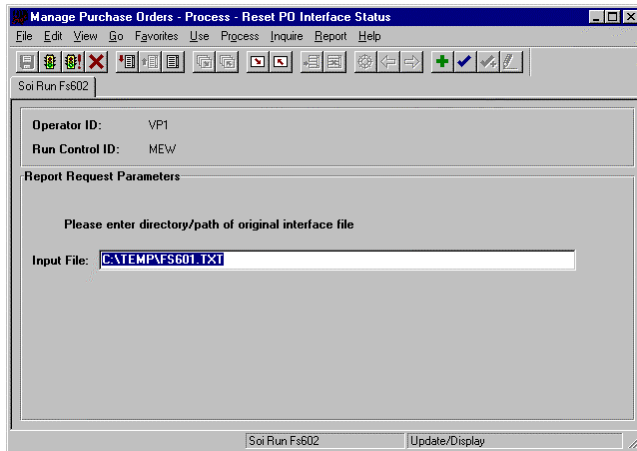
Name: SOI_RUN_FS602

Record: RUN_CNTL_PUR

Navigation: GO Administer Procurement – Manage Purchase Orders

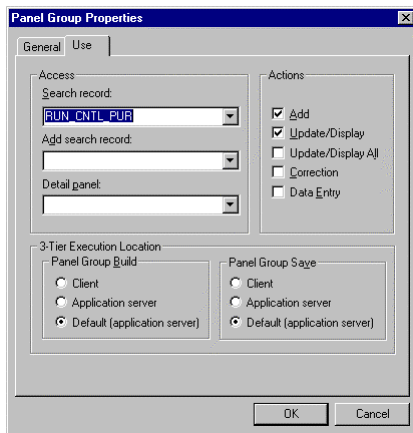
Process – Reset PO Interface Status – Add or Update/Display

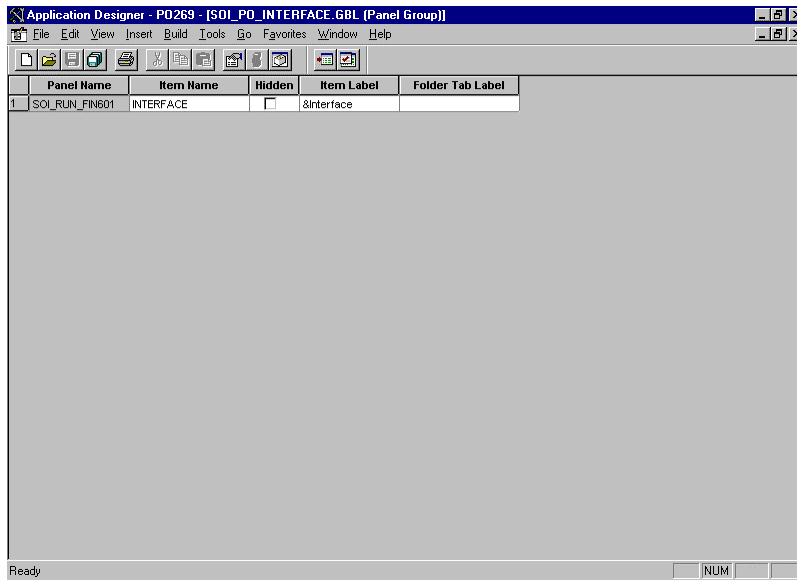
Narrative: This new panel will be used to reset the interface status to “Re-Send”. This will make previously selected PO interface records available for selection again.



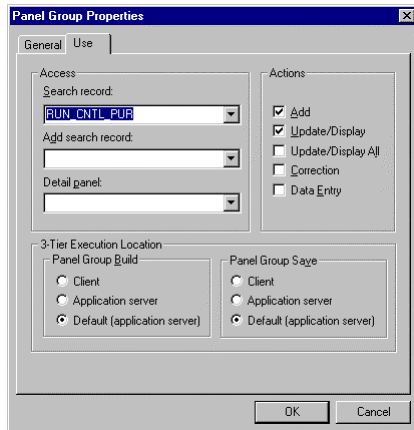
2.2.5 New Panel Group

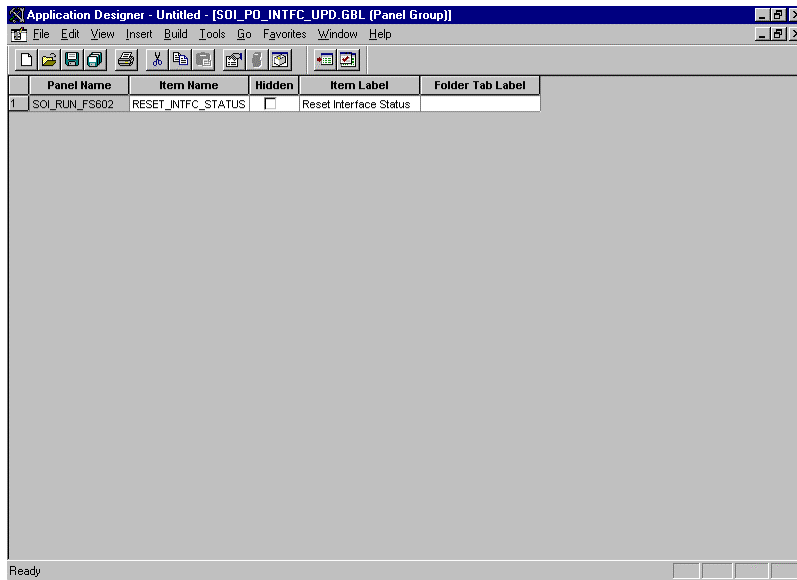
Description: PO/AOS Interface
Name: SOI_PO_INTERFACE
Narrative: Create new panel group to access interface process
Tab Sequence: 1
Item Name: INTERFACE
Item Label: &Interface





Description: Reset PO/AOS Interface Status
Name: SOI_PO_INTFC_UPD
Narrative: Create new panel group to access reset interface process
Tab Sequence: 1
Item Name: RESET_INTFC_STATUS
Item Label: Reset Interface Status





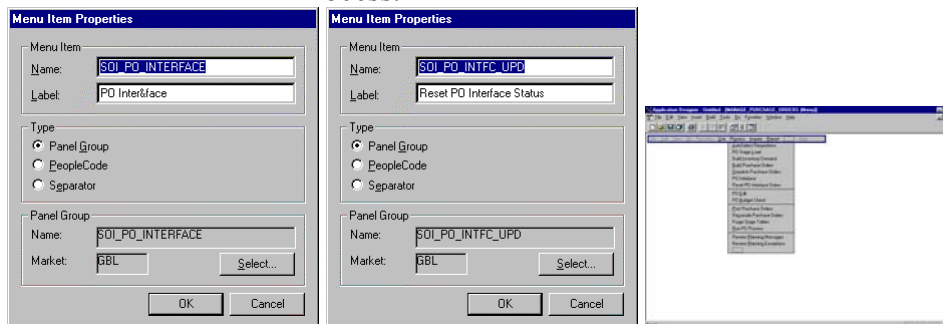
2.2.6 Menu Modifications

Description: Manage Purchase Orders

Name: MANAGE_PURCHASE_ORDERS

Narrative: Add new SOI_PO_INTERFACE to MANAGE_PURCHASE_ORDERS menu under Process.

Add new SOI_PO_INTFC_UPD to MANAGE_PURCHASE_ORDERS menu under Process.



2.2.7 New Process Definition

Description: PO/AOS Interface Process Definition

Name: SOIFS601

Narrative: This process definition will be created in order to run the interface from the Process/Interface panel.

The *Run Location* will be set to Client.

The screenshot shows the 'Process Scheduler - Use - Process Definitions' window. The 'Process Type' is 'SQR Report' and the 'Process Name' is 'SOIFS601'. The 'Description' is 'PO/AOS Interface'. The 'Process Class' is 'SQR Report'. The 'Server Name' is empty. The 'Priority' is 'Medium'. The 'Run Location' is 'None'. The 'Recurrence Name' is empty. The 'Long Description' is 'Purchase Order to Auditor of State Interface process'. The 'Panel Groups' list contains 'SOI_PO_INTERFACE'. The 'Process Security Groups' list contains 'POALL'. The 'Log client request' checkbox is checked, 'SQR Runtime' is unchecked, and 'API Aware' is checked.

Description: Reset PO/AOS Interface Status Process Definition

Name: SOIFS602

Narrative: This process definition will be created in order to run the reset interface status from the Process/Reset Interface Status panel.

The *Run Location* will be set to Client.

The screenshot shows the 'Process Scheduler - Use - Process Definitions' window. The 'Process Type' is 'SQR Report' and the 'Process Name' is 'SOIFS602'. The 'Description' is 'Reset PO Interface Status'. The 'Process Class' is 'SQR Report'. The 'Server Name' is empty. The 'Priority' is 'Medium'. The 'Run Location' is 'Client'. The 'Recurrence Name' is empty. The 'Long Description' is 'Update PO Interface Status to "Re-Send"'. The 'Panel Groups' list contains 'SOI_PO_INTFC_UPD'. The 'Process Security Groups' list contains 'POALL'. The 'Log client request' checkbox is checked, 'SQR Runtime' is unchecked, and 'API Aware' is checked.

2.2.8 New Program Definition

Description: PO/AOS Interface Program

Name: SOIFS601

Language: SQR

Run Location: Client

Purpose: Extract PeopleSoft purchase orders to be processed by the Auditor of State.

Narrative:

An extract file will be produced based on selection criteria from the SOI_RUN_FS601 panel and will be formatted to align with the purchase order file format required by the Auditor of State.

Current Business Practice (IDOA Procurement):

Purchase orders are collected throughout the day by an individual who will produce a file through APS that will be sent to the Auditor's office for processing. This file will contain between 10 and 50

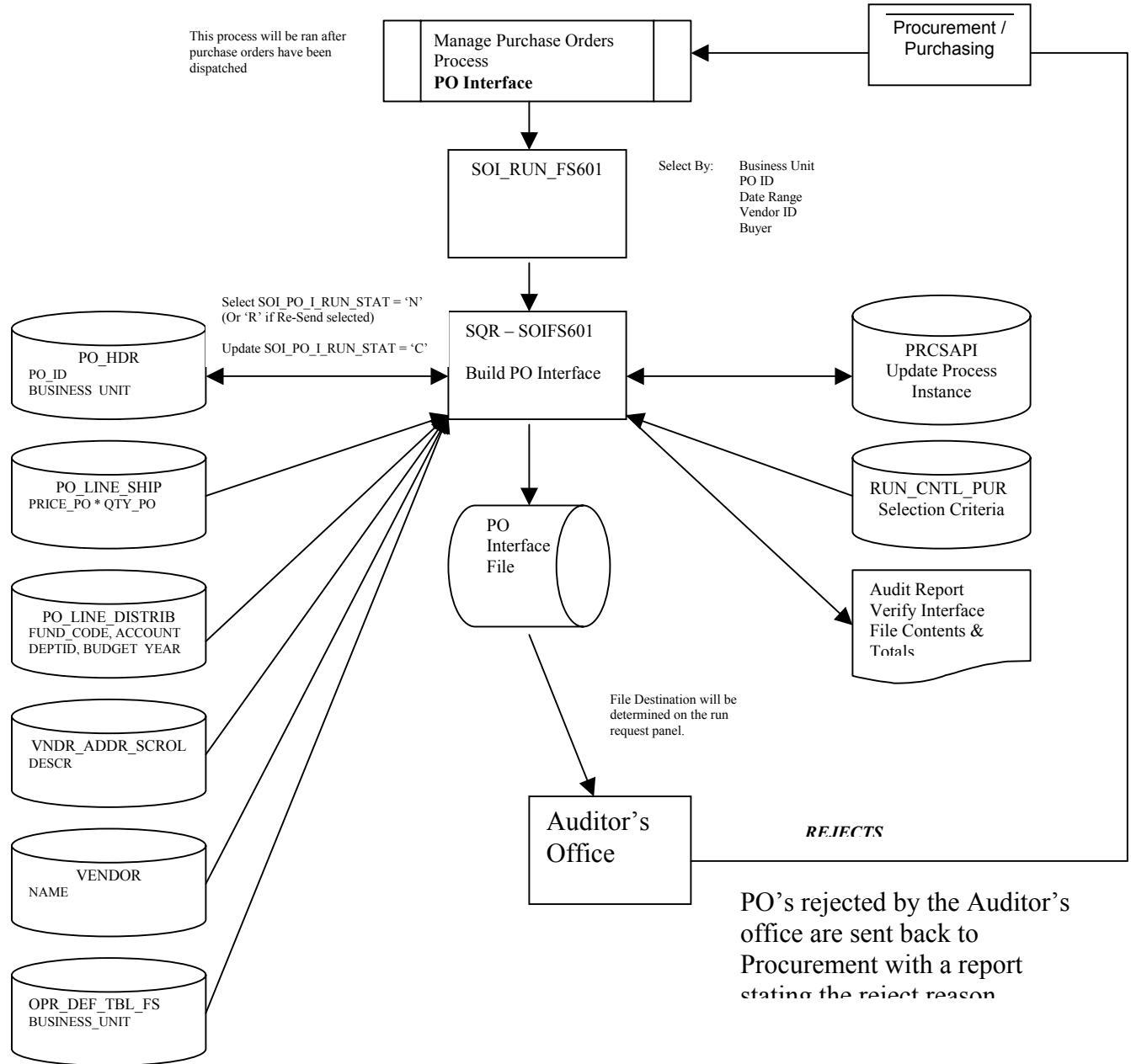
purchase orders. (I.E. Two files will be produced if 100 purchase orders are created and need to be sent to the Auditor's office. If less than 10 purchase orders have been created, these records would be included on the next day's file.)

Outstanding Issues/Questions:

Format of PeopleSoft purchase order number.

2.2.9 Interface Program/Process Flow

2.2.10



PO Interface Verification Report

(This design should be used for the Interface Status Update Audit report also)

Report ID: SOIFS601

PO Interface Summary
Procurement Division

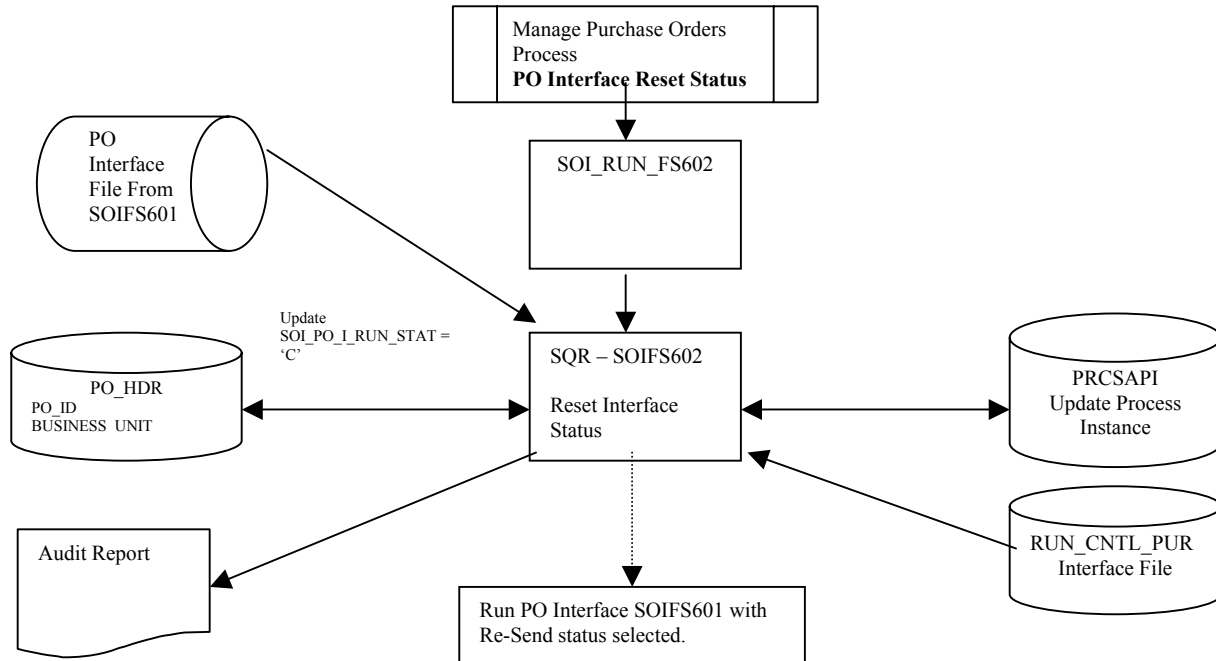
Page No. 1
Date: 04/01/1999
Time: 2:00:00 PM

PO Number	Vendor / Name	Price	Fund	Object	Center	Agency	Req. #
99670001 NA-9-	00000001-00	2,600.00		1000	100000	100000	061
99670002 9-	Federated Office Supply 00000202-01	450.00		1000	100000	100000	061
	Systems Automation Inc.						NA-

TOTALS

Agency	Processing Date	Total Records	Total Amount
061	04/01/1999	2	3,050.00

2.2.11 Interface Status Reset Program/Process Flow



2.2.12 Panel Modifications

Panel Name: PO_HDR

Modification: Add SOI_PO_I_RUN_STAT (circled below) from record PO_HDR. This will display the interface status that will let the user know if this particular purchase order has been sent to the Auditor's office through electronic means.

New	Default for new PO
Created	Created (Sent)
Re-send	Was created once, but due to error must be re-sent
Do Not Send	Do not send this PO to the interface file

The screenshot shows a software window titled "Manage Purchase Orders - Use - Purchase Order". It contains various fields for purchase order management. A dropdown menu for "Interface Status" is circled, showing three options: "[none]", "Created", and "Re-send". Other visible fields include "Unit: UNIV", "PO: 000000063", "Merch Amt: 2308.00", "Reference:", "PO Type: General", "Origin: CTL", "Bill Addr: UNIV", "Processing Control Options" (with checkboxes for "Hold From Further Processing", "Dispatch", and "Post Document"), "Method: Phone", "Acctg Dt: 07/24/1998", and "Template: STANDARD". The status values section shows "PO: Pend Appr", "Receipt: Not Recvd", and "BCM: Valid". The "Go To" section has buttons for "Defaults", "Activities", "Vendor", and "Matching". The "Actions" section has a "Kit" button. The bottom status bar shows "PO_HDR" and "Update/Display".

2.2.13 Auditor of State PO Record Layout

PURCHASE ORDER DETAIL RECORD

Field Name / Edit Values	Start	End	Length Type
PO-NUMBER	1	8	PIC 9(8)
1 ST two bytes must = fiscal year. I.E. 99XXXXXX			
2 nd two bytes represent a specified block of numbers			
VENDOR-NUMBER	9	18	PIC X(10)
Federal ID number, TIN, or possible SSN			
VENDOR-GROUP-NUMBER	19	20	PIC X(2)
Suffix code identifying address, blank if only 1 address exists ?			
UNIT-PRICE	21	33	PIC 9(8)V9(5)
Total dollar amount for entire purchase order			
FUND	34	37	PIC 9(4)
OBJECT	38	43	PIC 9(6)
CENTER	44	49	PIC 9(6)
AGY-NUMBER	50	52	PIC 9(3)
The agency for whom the purchase order was issued			
VENDOR-NAME	53	80	PIC X(28)
REQUISITION-NUMBER	81	93	PIC X(13)
If not known, must contain the following value: "NA-9-" where 9 = fiscal year			
FILLER	84	100	PIC X(7)

PURCHASE ORDER TRAILER RECORD

Field Name / Edit Values	Start	End	Length Type
TRAILER-REC-IDENTIFIER	1	8	PIC 9(8)
Value 99999999			
TRAILER-REC-AGY-NUM	9	11	PIC 9(3)
The agency that processed the purchase order			
TRAILER-PROCESSING-DATE	12	17	PIC 9(6)
MMDDYY			
TRAILER-NUM-OF-DETAIL-RECS	18	22	PIC 9(5)
Total number of detail records not including the trailer record			
GRAND-TOTAL-AMT-FOR-FILE	23	37	PIC 9(13)V9(2)
Total dollar amount for entire file			
FILLER	38	100	PIC X(63)

2.2.14 PeopleSoft Field Mapping To AOS PO File

PURCHASE ORDER DETAIL RECORD

Field Name	→	PeopleSoft Table	Column
PO-NUMBER		PS_PO_HDR	PO_ID
VENDOR-NUMBER		PS_VNDR_ADDR_SCRL	DESCR
VENDOR-GROUP-NUMBER		PS_VNDR_ADDR_SCRL	DESCR
UNIT-PRICE		PS_PO_LINE_SHIP	PRICE_PO * QTY_PO
FUND		PS_PO_LINE_DISTRIB	FUND_CODE
OBJECT		PS_PO_LINE_DISTRIB	ACCOUNT
CENTER		PS_PO_LINE_DISTRIB	DEPTID
AGY-NUMBER		PS_PO_HDR	BUSINESS_UNIT
VENDOR-NAME		PS_VENDOR	NAME
REQUISITION-NUMBER		PS_PO_LINE_DISTRIB	BUDGET_YEAR*
* This field will be populated with "NA-y-" where y = 9 for 1999, 0 for 2000 and so on.			
FILLER		N/A	

PURCHASE ORDER TRAILER RECORD

Field Name	→	PeopleSoft Table	Column
TRAILER-REC-IDENTIFIER		N/A	
TRAILER-REC-AGY-NUM		PS_OPR_DEF_TBL_FS	BUSINESS_UNIT
TRAILER-PROCESSING-DATE		Current Date	
TRAILER-NUM-OF-DETAIL-RECS		Accumulated	
GRAND-TOTAL-AMT-FOR-FILE		Accumulated from UNIT_PRICE	
FILLER		N/A	

2.2.15 TEST CASE WORKSHEETS

TEST CASE # PO261-1

****TEST CASE DESCRIPTION****

Purpose This case will validate the new panel customization that will allow users to create the purchase order interface file that will be sent to the Auditor's office.

Procedure	Click on GO and select:	
	Window	Administer Procurement
	Menus	Manage Purchase Orders
	Menus	Process PO Interface
	Panels	Add or Update Run Control ID – SOI_RUN_PO601
	Panels	

Case Detail

Add or Update Display a valid Run Control ID
Enter any necessary selection criteria to select POs for the interface file.
The only field that needs to be entered on this panel is File Destination.
File Destination = Example: C:\TEMP\POFILE.TXT
Save
Click the Run Icon (Stoplight)
Always run on Client
Output Destination Printer (A summary report will be printed of POs that have been selected.
Select PO/AOS Interface
Click OK

****EXPECTED RESULTS/EVALUATION CRITERIA****

The process should run to completion; verify data selected by reviewing the printed report. The purchase order header panel should reflect a new interface status of 'Created'.

PREPARED BY: Mark Walker

DATE: 05/19/1999

ACTUAL RESULTS (CIRCLE ONE):

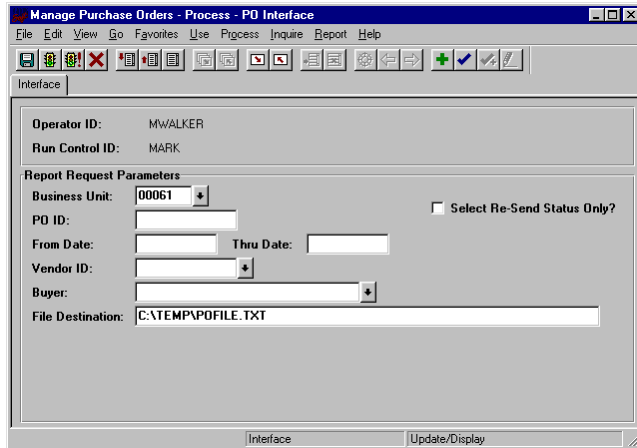
OK

NOT OK

****TEST COORDINATOR****

PROBLEM #

PRIORITY: 1 2 3



TEST CASE # PO261-2

****TEST CASE DESCRIPTION****

Purpose This case will validate the new panel customization that will allow users to update the interface status to 'Re-Send' by processing the original file created by SOIPO601.

Procedure	Click on GO and select:
	Window Administer Procurement
	Menus Manage Purchase Orders
	Menus Process Reset PO Interface Status
	Panels Add or Update Run Control ID – SOI_RUN_PO602
	Panels

Case Detail

Add or Update Display a valid Run Control ID
File Destination = Original File created from PO Interface
Save
Click the Run Icon (Stoplight)
Always run on Client
Output Destination Printer (A summary report will be printed of POs that have been selected.
Select Reset PO Interface Status
Click OK

****EXPECTED RESULTS/EVALUATION CRITERIA****

The process should run to completion; verify data selected by reviewing the printed report. The purchase order header panel should reflect a new interface status of 'Re-Send'.

PREPARED BY: Mark Walker

DATE: 05/19/1999

ACTUAL RESULTS (CIRCLE ONE):

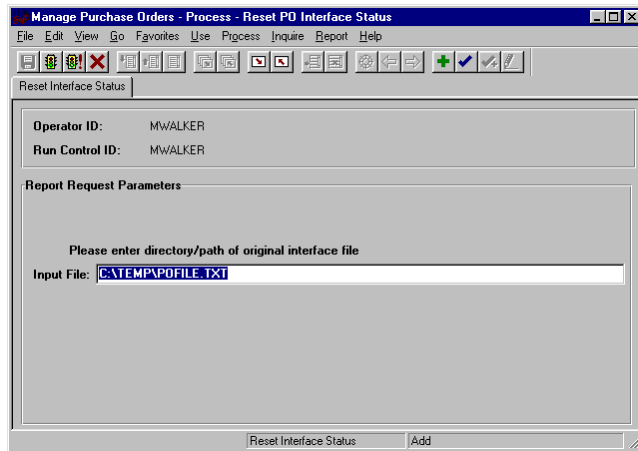
OK

NOT OK

****TEST COORDINATOR****

PROBLEM #

PRIORITY: 1 2 3



TEST CASE # PO261-3

*****TEST CASE DESCRIPTION*****

Purpose This case will validate the new panel customization that will allow users to "Re-Send" the purchase order interface file that will be sent to the Auditor's office.

Procedure	Click on GO and select:	
	Window	Administer Procurement
	Menus	Manage Purchase Orders
	Menus	Process PO Interface
	Panels	Add or Update Run Control ID – SOI_RUN_PO601

Case Detail

Add or Update Display a valid Run Control ID
Enter any necessary selection criteria to select POs for the interface file.
The only field that needs to be entered on this panel is File Destination.
File Destination = Example: C:\TEMP\POFILE.TXT
Click on the Select Re-Send Status Only ? checkbox.
Save
Click the Run Icon (Stoplight)
Always run on Client
Output Destination Printer (A summary report will be printed of POs that have been selected.
Select PO/AOS Interface
Click OK

*****EXPECTED RESULTS/EVALUATION CRITERIA*****

The process should run to completion; verify data selected by reviewing the printed report. The purchase order header panel should reflect a new interface status of 'Created'.

PREPARED BY: Mark Walker

DATE: 05/19/1999

ACTUAL RESULTS (CIRCLE ONE):

OK

NOT OK

*****TEST COORDINATOR*****

PROBLEM #

PRIORITY:

1

2

3

2.2.16 PO261 – Migration Objects

Project SOIPO261

Change Comments

	Source:	FSDEV
	Target:	FSTEST
Fields	SOI_PO_RUN_STAT	
	Field Type:	CHAR
	Field Length:	1
	Long Name:	PO Interface Run Status
	Short Name:	PO Intfc Run St
	Field Format:	Uppercase
	Description:	Indicates status of Purchase Order pertaining to whether or not it has been selected for the interface file to the Auditor's office.

Translate

Values:	C	Active	01/02/1900	Created
	D	Active	01/02/1900	Do Not Send
	N	Active	01/02/1900	New
	R	Active	01/02/1900	Re-Send

Menus MANAGE_PURCHASE_ORDERS

Change

Description: Panel Group SOI_PO_INTERFACE added to bar item Process under menu item Dispatch Purchase Orders.

Panel Group SOI_PO_INTFC_UPD added to bar item Process under menu item PO Interface.

Panel Groups SOI_PO_INTERFACE

Item Name:	INTERFACE
Item Label:	&Interface
Search Record:	RUN_CNTL_PUR
Actions:	Add
	Update

SOI_PO_INTFC_UPD

Item Name: RESET_INTFC_STATUS
Item Label: Reset Interface Status
Search Record: RUN_CNTL_PUR
Actions: Add Update

Panels PO_HDR

Change
Description: Added new field SOI_PO_RUN_STAT to panel.

PO261 – Migration Objects

Panels PO_HDR_01

Change
Description: Backup of vanilla version.

SOI_RUN_PO601

Change
Description: New panel to allow the users the ability to execute the SOIPO601 interface SQR program.

SOI_RUN_PO602

Change
Description: New panel to allow the users the ability to execute the SOIPO602 interface status update SQR program.

Records

PO_HDR

Change
Description: Added new field SOI_PO_RUN_STAT to the end of the record.

RUN_CNTL_PUR

Change
Description: Modified SaveEdit PeopleCode of field FILE_NAME.

Record

PeopleCode

Record Name: RUN_CNTL_PUR
Field Name: FILE_NAME
Program Type: SaveEdit

Description: Added the following PeopleCode to make FILE_NAME required on panels SOI_RUN_PO601 and

SOI_RUN_PO602.

Translate See Fields – SOI_PO_RUN_STAT

2.2.17 PO261 – Migration Objects

Programs SOIPO601

Description: This program was developed to extract purchase order information that will be sent to the Auditor's processing.

office for

Language: SQR
Tables: Select PS_RUN_CNTL_PUR
PS_PO_HDR

PS_VNDR_ADDR_SCROL
PS_PO_LINE_SHIP
PS_PO_LINE_DISTRIB

Update PS_VENDOR
PS_PO_HDR (SOI_PO_RUN_STAT)
Input: N/A
Output: FILE_NAME – User Defined
Interface Summary Report

SOIPO602
Description: This program was developed to reset the interface status
in order to re-select purchase orders by SOIPO601.

Language: SQR
Tables: Select PS_RUN_CNTL_PUR
Update PS_PO_HDR (SOI_PO_RUN_STAT)
Input: Original file from SOIPO601
Output: Interface Status Update Summary

2.2.18 Migration Tasks

Change Comments

Export Project SOIPO261

Upgrade/Copy SOIPO261objects

Security Administrator – Menus – Manage Purchase Orders – Activate new panel groups

Alter PO_HDR

Run the following select statement:

```
SELECT RECNAME FROM FSDEV.PSVIEWTEXT WHERE VIEWTEXT LIKE  
                                '% PS_PO_HDR %'
```

Create views for the result set from the previous select statement

Add 2 new Process Definitions:

Process Type: SQR Report
Process Name: SOIPO601
Description: PO/AOS Interface
Process Class: SQR Report
Server Name:
Priority: Medium
Run Location: Client
Recurrence Name:
Long Description: Purchase Order to Auditor of State Interface process
Panel Groups: SOI_PO_INTERFACE
Process Security Groups: POALL
Log client request ✓
SQR Runtime
API Aware ✓

Process Type: SQR Report
Process Name: SOIPO602
Description: PO/AOS Interface Status Update
Process Class: SQR Report
Server Name:
Priority: Medium
Run Location: Client
Recurrence Name:
Long Description: Update PO/AOS Interface Status to Re-Send
Panel Groups: SOI_PO_INTFC_UPD

Process Security Groups:	POALL
Log client request	✓
SQR Runtime	
API Aware	✓

B.3 Sample SQR program

```

!-----!
! Report Name   : SOI_PER316.SQR - Employee Reviews      !
! Author        : Charles Schouman                       !
! Creation Date : 01/16/1998                             !
!-----!
! Program Desc: This report lists employee reviews due within the next !
!               six months.                                     !
!-----!
! Prompts:      Location, Department                     !
!-----!
! Sort Options: Location, Department, Manager, Employee. !
!-----!
! Tables Referenced:
!   SELECT      : PS_EMPLOYEES                             !
!               PS_EMPLOYEE_REVIEW                       !
!-----!
! Modifications :
! Ver Date      By           Description                  !
!-----!
!   01 01/16/1998 C. Schouman  new report                 !
!   02 02/03/1998 C. Schouman  MOD008: revised main select criteria. !
!-----!

```

Main comment block

```
#define version '01'
```

Program version

```

! Define Position variables
#define locCol      1
#define deptCol     45
#define mgrCol      56
#define eeNumCol    75
#define eeCol       83

```

General define statements.

```

#include 'setenv.sqc'      ! Set Environment Procedure
#include 'setup02.sqc'     ! Printer and page-size initialization
#include 'sqrtrans.sqc'   ! Set Translation environment
#include 'number.sqc'     ! Formats Numbers
#include 'SOI_p316gt.sqc' ! Get Variables entered through Process Scheduler

```

Setup

```

begin-report
  do Init-Report
  do Main-Process
  do End-Process
end-report

```

```

begin-heading 9
  #include 'stdhdg01.sqc'
  print 'State of Indiana'      (1,1)
  print $DateHeading            (3,)   center
  print $xvrpt_title2          (,,)   center

  print $xvlocation             (+2,{locCol},{xfwlocation})
  print $xvdepartment           (0,{deptCol},{xfwdepartment})
  print $xvmanager              (0,{mgrCol},{xfwmanager})
  print $xveenumber             (0,{eeNumCol},{xfweenumber})
  print $xveenname              (0,{eeCol},{xfweename})

  print '-'                     (+1,{locCol},{xfwlocation})   fill
  print '-'                     (,{deptCol},{xfwdepartment})  fill
  print '-'                     (,{mgrCol},{xfwmanager})      fill
  print '-'                     (,{eeNumCol},{xfweenumber})   fill

```

```

print '-'
end-heading

(,{eeCol},#xfweename) fill

!-----!
! Function:    Init-Report
! Description: Initialize variable and prompt for run-time parameters.
!-----!
begin-procedure Init-Report
  do Get-Xlat-Fields
  do Init-Datetime
  do Init-Number
  do Define-Pracs-Vars
  do Get-Run-Control-Parms
  do Select-Parameters

  if $prcs_process_instance = ''
    !NOPROMPT
  end-if

  let $ReportID = $xvreport_id
  concat {version} with $portID

end-procedure Init-Report

!-----!
! Function:    Main-Process
! Description: Select employee reviews.
!-----!
begin-procedure Main-Process

begin-select
A.EMPLID
A.EFFDT
A.EMPL_RCD#
A.NAME
A.EMPL_STATUS
A.HIRE_DT
A.LOCATION      (,,) on-break print=never level=1 after=Print-Loc-Total
A.DEPTID        (,,) on-break print=never level=1 after=Print-Dept-Total
A.SUPERVISOR_ID (,,) on-break print=never level=1 after=Print-Mgr-Total

  ! ----- begin 02/04/1998, C. Schouman, MOD008.
  ! following if statement no longer needed
  !if &a.empl)status <> 'A'
  !  goto skip-rec
  !end-if
  ! ----- end 02/04/1998.

  add +1 to #mgr-cnt
  do Action-Tests

skip-rec:
FROM PS_EMPLOYEES A
! ----- begin 02/04/1998, C. Schouman, MOD008.
! select only active employees
WHERE EMPL_STATUS = 'A'
! ----- end 02/04/1998.
ORDER BY LOCATION,DEPTID,SUPERVISOR_ID,NAME
end-select

  do Print-Report-Totals
end-procedure Main-Process

```

Procedure
header block

Do not delete any code,
comment it out if it is
not to be used.

end-procedure
statement includes
procedure name

```

!-----!
! Function:   Print-Mgr-Total                               !
! Description: This function prints the manager totals and rolls up !
!              totals to department.                         !
!-----!
begin-procedure Print-Mgr-Total

    print $xvmanager      (+2,{sub1Col})
    print $manager        (,{sub3Col})
    print #mgr-cnt         (+2)      edit 9999

    let #dept-cnt = #dept-cnt + #mgr-cnt
    let #mgr-cnt = 0

    new-page

end-procedure Print-Mgr-Total

:
:
:
:
:

!-----!
! Function:   End-Process                                   !
! Desc:       Update the process scheduler run control.    !
!-----!
begin-procedure End-Process
    If $prcs_process_instance <> ''
        do Update-Pracs-Run-Status
        do Commit-Transaction
    end-if
end-procedure End-Process

!-----!
! Procedure:  Get-Xlat-Fields                               !
! Desc:       Retrieves Translation Values from the STRINGS_TBL !
!-----!
Begin-Procedure Get-Xlat-Fields
    do Init_Report_Translation('SOI_PER316', $prcs_language_cd)
    do Get_FielSOI_Information('SOI_PER316','LOCATION',$xvlocation,#xfwlocation)
    do Get_FielSOI_Information('SOI_PER316','DEPT',$xvdept ,#xfwdept)
    do Get_FielSOI_Information('SOI_PER316','MANAGER',$xvmanager,#xfwmanager)
    do Get_FielSOI_Information('SOI_PER316','EE_NUMBER',$xveenumber,#xfweenumber)
    do Get_FielSOI_Information('SOI_PER316','EE_NAME',$xveenname,#xfweenname)
End-Procedure Get-Xlat-Fields

!-----!
! Called SQC Procedures                                     !
!-----!
#include 'reset.sqc'      ! Reset printer procedure
#include 'curdtim.sqc'    ! Get-Current-DateTime procedure
#include 'datetime.sqc'   ! Routines for date and time formatting
#include 'prcsapi.sqc'    ! Update Process Request API
#include 'prcsdef.sqc'    ! Update Process Request Variable Declare
#include 'getselct.sqc'   ! Get Variables entered through Process Scheduler
#include 'tranctrl.sqc'   ! Commit transactions

```

includes

Appendix C. Application Performance

Appendix D. Change Control

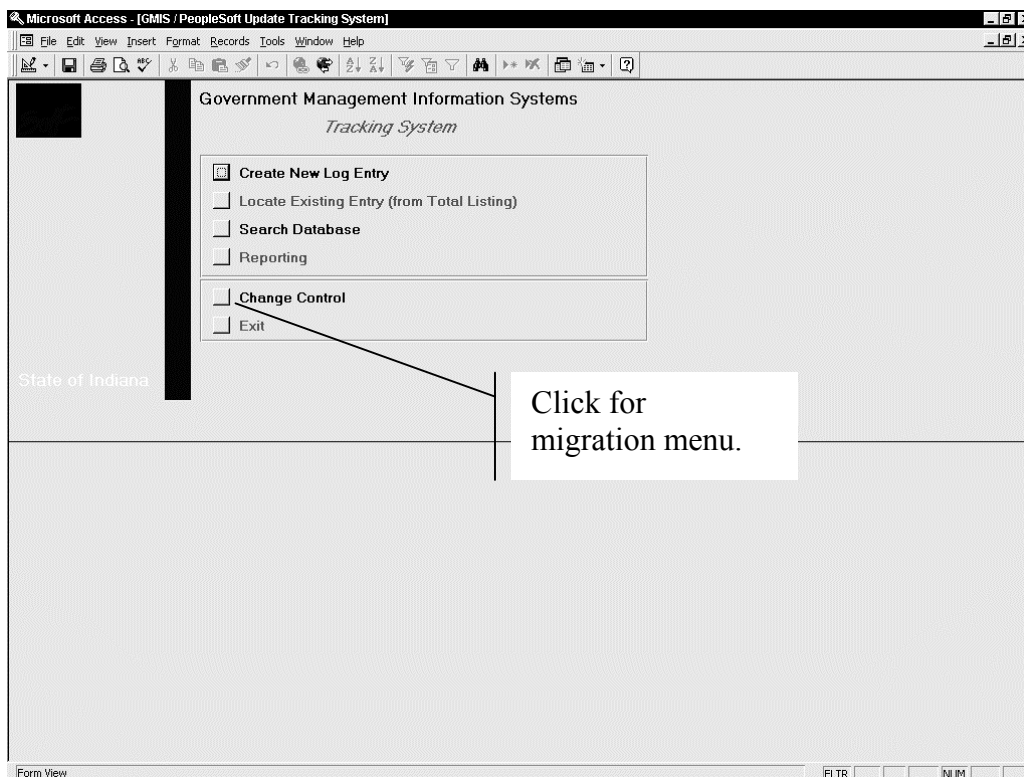
D.1 Migration Database Guide

4.1.1 New Migration Form Instructions

The following are instructions for the new migration form in the Access. These are interim instructions until the formal change control documentation can be updated. Please notify Mark Walker or John Good with any problems or issues.

Enter the Change Control system via the Issues Database:

or
\\GMIS-SRVR01\SHARED\102 - GMIS Shared Database\Issues_97.mdb
or
\\GMIS-SRVR01\SHARED\102 - GMIS Shared Database\Issues_2k.mdb



Microsoft Access - [Change Control]

Government Management Information Systems
Tracking System

- ☒ Create New Migration Form
- ☐ Change Control Requests
- ☐ Return

State of Indiana

Form View

FLTR | /CAPS | NUM |

Annotations:

- Create new migration
- View list of existing migration forms and subsequently select for update.
- Return to Main Menu

Microsoft Access - [frmCCList]

Change Control Requests

Previous form

Search

Migrate?	CC ID	Project ID	Project Name	Date Required	Initiator
<input checked="" type="checkbox"/>	14	GL-MN5U2AP	GL-MN5U2AP	07/21/1999	Kumar, Aneet
<input checked="" type="checkbox"/>	13	SOIPO242	SOIPO242	07/21/1999	Yemeni, Prasad
<input checked="" type="checkbox"/>	12			07/20/1999	
<input checked="" type="checkbox"/>	11	soitest	soitest	06/28/1999	Good, John
<input checked="" type="checkbox"/>	2	SOIPO340	GMIS PeopleSoft Implementation	06/25/1999	Walker, Mark
<input checked="" type="checkbox"/>	1	SOIPO261	GMIS PeopleSoft Implementation	06/23/1999	Walker, Mark

Check indicates the form is complete and ready for Change Control to

Select form for inquiry/update

Government Management Information Systems
State Of Indiana

Record: 1 of 6

Form View

CAPS | NUM |

All fields on this panel have “bubble” help to assist in entry. See next page for complete field descriptions.

The screenshot shows the 'Request For Migration' form in Microsoft Access. The form is titled 'Request For Migration' and has a status bar at the bottom indicating 'Form View'. The form contains several sections for data entry:

- Project Information:** Project Name (GMIS PeopleSoft Implementation), Project ID (SOIP0261), Requestor (Walker, Mark), Description (PO-AOS Interface / Purchase Orders), Assigned To (Good, John), and Approved By.
- Dates:** Request Date (06/23/1999), Date Completed, Date Assigned, Date Approved, Test Results Included?, and Ready To Migrate?.
- GMIS Issue ID:** A dropdown menu showing '443'.
- Functional Specs Path:** A text box containing 'K:\GMIS Documentation\Dev\infra document\F'.
- Technical Specs Path:** A text box containing 'K:\GMIS Documentation\Dev\infra document\F'.
- Unit Test Results Path:** A text box containing 'K:\GMIS Documentation\Dev\infra document\F'.
- DMS Scripts Path:** A text box.
- DMS Instructions:** A text box.
- DDL Scripts Path:** A text box.
- DDL Instructions:** A text box.
- Project Objects:** A list box showing '1. SOIP0261 PO -> AOS Interface' and 'MWALKER 19990603130053546741'.
- Paste in results of Project.SQR here ->** A text box.
- File Objects:** A button labeled 'File Objects'.
- PT Objects:** A button labeled 'PT Objects'.

Callout boxes provide additional instructions:

- Check when form is ready for Change Control to begin work on:** Points to the 'Ready To Migrate?' checkbox.
- Enter the path to DMS script. Other special instructions may be entered here as well, ie. required sql statements or one time SQRs to run. On subsequent migrations of the same project, please indicate if still required without erasing:** Points to the 'DMS Instructions' text box.
- Enter the path to DEV DMS script or “Build required” plus instructions of expected results of the build. On subsequent migrations of the same project, please indicate if still required without erasing original instructions.** Points to the 'DMS Scripts Path' text box.
- Click to update/ inquire on file objects, source and target for migration.** Points to the 'File Objects' button.
- Click to update/inquire PeopleTools objects source:** Points to the 'PT Objects' button.
- Enter results of Projects.SQR:** Points to the 'Paste in results of Project.SQR here ->' text box.

Fields designated in **bold/underline** should be completed by the Requestor when applicable.

- Project Name:** This is a general name given to the project.
- Project ID:** Application Designer project name, follow GMIS naming standards.
If no physical PeopleSoft objects are a part of this migration, use GMIS workplan number prefixed with SOI.
- Requestor:** Requestor’s name, select from drop-down list.
- Description:** Description of system change.
- Assigned To:** Change Control Administrator that this migration has been assigned to.
(Leave Blank)
- Approved By:** Enter name of System Manager that approved the migration after the hard copy is signed.
- Request Date:** Date the migration should take place.
- Date Completed:** Date the project was migrated.
- Date Assigned:** Date the migration request was assigned to the Change Control Administrator.
- Date Approved:** Date the migration was approved by the System Manager.
- Test Results Included:** Check this box if test results have been included with the request.
- Ready To Migrate:** Check this box to notify the Change Control Administrator that the project is ready for migration.
- GMIS Issue ID:** Select or enter the corresponding Issue ID from the GMIS Issues Database.

PS Report ID: Enter the related PeopleSoft Report ID if one exists.

PS Case ID: Enter the related PeopleSoft Case ID if one exists.

PS Resolution ID: Enter the related PeopleSoft Resolution ID if one exists.

Functional Specs Path: Select or enter the directory where the functional specifications reside.

Technical Specs Path: Select or enter the directory where the technical specifications reside.

Unit Test Results Path: Select or enter the directory where the unit results reside, if necessary.

DMS Scripts Path: Select or enter the directory where any Data Mover scripts may reside.

DMS Instructions: Enter any necessary instructions pertaining to the DMS scripts.
This field can also be used for other information such as conversion programs that may need to be ran.

DDL Scripts Path: Select or enter the directory where any Data Definition Language scripts may reside.

DDL Instructions: Enter any necessary instructions pertaining to the DDL scripts.
NOTE: Most of the time, the DBA will be responsible for creating the DDL script for normal table/views create and alters. When a project has tables/views that need to be created or altered, enter the phrase "BUILD REQUIRED" and the DBA will know to take care of that portion of the migration.

Project Objects: Using SQRW
Report Name: K:\Change Control\Forms\Request For Migration\Projects.sqr
Data Source: DB OwnerID (HRDEV75, FSDEV7, etc.)
Username: DB Access ID
Password: DB Access ID password
Add the following flag -oc:\temp*projectid*.lis
Click OK
Enter the DB OwnerID again (Upper Case)
Enter the Project ID
Copy & Paste contents of c:\temp*projectid*.lis into this field.

frmCC_File_Obj

Request For Migration File Objects ID: 1

Save

Source Directory (File Server)	Files from source directory	Destination Directory	Completed / Date / Initials
T:\FSDEV7\SQR	SOIPO601	T:\FSTEST7\SQR	✓ 06/25/1999 MW
T:\FSDEV7\SQR	SOIPO602	T:\FSTEST7\SRC	
*			

Select source directory.

Select destination directory.

Enter file name, one per row.

These fields to be filled out by Change Control personnel. When doing subsequent migrations do NOT null these fields; enter into a new row.

Government Management Information Systems

Record: 1 of 2 (Filtered)

Previous Panel

frmCC_File_Obj

Request For Migration PeopleTools Objects ID: 1

Source DB	Target DB	Date Entered	Date Required	Completed / Date
FSDEV7	FSTEST7	06/01/1999	06/01/1999	✓ 06/24/1999 JG
*		07/21/1999		

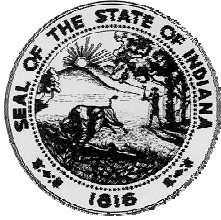
Select the source database.

Select the target database.

These fields to be filled out by Change Control personnel. Indicates the migration is complete. When doing subsequent migrations do NOT null these fields; enter into a

Government Management Information Systems State Of Indiana

Record: 1 of 1 (Filtered)



D.2 Migration Checklist

Date:	10/2/2001
Release	
Version:	

Source: FSDEV7	Target: FSDEV7
----------------	----------------

Migration Packets

Attach migration packets

	Required	Migration Responsibility	Migration Complete
Identify Projects/Objects			
1. Field	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
2. Index	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
3. Menu	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
4. Panel	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
5. Panel Group	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
6. Record	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
7. Process Definition	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
8. Record PeopleCode	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
9. Translate	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
10. Query	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
11. Access Group	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
12. Tree	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Identify Customization:			
Run Compare Reports	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Upgrade:			
Install Software	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Change Environment Variables	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Cleanup Target Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
1. PeopleTools Upgrade			
Update PT System Tables	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Convert Query Definition	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Load Base Data, Mesg., etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Verify Version Number	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>

	Required	Migration Responsibility	Migration Complete
Backup Target Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run Grant, Synonym Script	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Compare Related Projects	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Export Projects	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Load Model Definition & Stored Statements	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Audit Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
2. Application Upgrade			
Run Rename Scripts	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Backup Target Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run Upgrade Comparison	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Review Compare Reports	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run the Upgrade Copy	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Backup Target Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Alter Renamed Tables, Fields	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Perform Pre-Alter Comparison	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Create Tables and Update Table Space Names	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Load New Tables with Prompt Data	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Backup Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Copy Data for Renamed Recfield	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run Data Comparison Scripts	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Backup Target Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Alter All Tables with Deletes	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Copy the non-comparison Upgrade Projects	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Create Views and Indexes	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Set up Post Alter Conversion	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Perform Post-Alter Conversion	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Load Mesg and Application System Data	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Cleaning Up and Testing Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Audit Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Move to Production Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Fixes & Patches:			
Identify Fixes & Patches	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run Fixes/Patches on Audit Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Run Compare Report	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Identify Customization	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>

	Required	Migration Responsibility	Migration Complete
Upgrade to Development Database	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
File/Database Server	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Cobol Process: Compile on Both	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Refresh Audit Database after Applying each Fix/Patch	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>
Security Class:	Yes <input type="checkbox"/> No <input type="checkbox"/>		<input type="checkbox"/>

Appendix E. Security Database Guide

A utility system has been developed in MS-Access to facilitate the process for requesting User Access as well as requesting changes to the Security Classes which users are assigned to. At the same time, the system provides a vehicle for retrieving the rather detailed documentation on the make-up of those classes. This Guide is also retrievable from an icon on the main menu.

Microsoft Access - [Main Switchboard]

File Edit View Insert Format Records Tools Window Help

GMIS Security

- Add a User Access Request
- List All User Requests
- Search for User Requests
- Add a Security Class Request
- List All Security Class Requests
- Search for Class Requests
- Reports
- Exit

Form View

FLTR: | | | | NUM: | | | |

E.1 User Access Requests

A request needs to be submitted for each new user (or operator as commonly referred to in PeopleSoft) to the system, and for any changes to the operator's access definition. Each is a "new" request rather than continuously updating a security profile so that the appropriate audit trails can be maintained. The GMIS Security database provides some assistance for this by guiding the requestor through the process and automatically generating the request form for signature. Following are some brief definitions:

Term	Definition
Operator	A unique user of the GMIS system. The Operator signs the Access Request form agreeing to comply with certain standards.
Supervisor	This is the operator's supervisor who must determine and sign the form indicating that the proposed operator has a business need to access the system.
Requestor	This term is used in order to describe the process -- it is the individual completing the Access Request form and submitting it for processing. This may vary: For example, the operator's department supervisor may initiate the request for some agencies while others may be started by the central administrative agency.
GMIS System	The individual who has the business responsibility for that portion of

Manager	the GMIS System.
Class	The PeopleSoft Security Class -- the collection of menus, processes, etc., that are made available to the operators in that specific class.

The "Add a User Access Request" starts from a blank form and can be used for all Operator transactions. It is detailed on the following page:

5.1.1 Add a User Access Request

1. Enter the Request Type:
Add ...
Change ...
Delete ...

2. Indicate the Databases that this request is for

3. Complete the Organizational Information for this Operator

4. Add any helpful info about this operator's functional needs (for example, "Processes SDO purchases").

5. Indicate the Financial Application groups needed by this operator

6. Depending on which Financial Application groups are selected above, the available classes will appear for selection.

7. Add any other special requirements or comments.

Click on Summary to get a one page listing of the menu groups that are included in this class. Click Menus to get a listing of all the menus and panels in this class.

Microsoft Access - [frmUser_Access_Request : Form]
File Edit View Insert Format Records Tools Window Help

GMIS Security: User Access Request

Request Type: []
Database(s): [FSPRD7] Only select multiples if the details requested for this user are the same for each database.

Operator: Last_Name: [] First_Name: [] MI: [] Operator_ID (if any): [] Telephone: [] Email Address: []

Job_Title: [] Agency/Division: [] Location: [] Supervisor: [] Title: [] Phone: []

Functionality Requested: []

Financial Applications: ☐ Accounts Payable ☐ General Ledger ☐ Purchasing ☐ Billing ☐ Asset Mgmt

Click on "Summary" for a high-level listing of the Menus in this Class. Click on "Menus" for the detail.

Class	Summary	Menus	Add	Delete
DISPLAY				

Class		Add	Delete

Comments: []

Record: 1 of 1
Form View

Hardcopy Request Form for Signatures

You can save the current request multiple times while you work on it, but once you are done and exit, the form is only available in "Display" mode. Since you will be printing a hardcopy for signatures, you can either write any final changes on the form -- or you can just go back and "Add" another request.

When you have finished all of the appropriate entries, you will print out the form. Click this "Preview" button to see what your result will look like and then send to your printer. See the sample on the next page.

Clicking the "Return" button will take you back to the Main Menu.

GMS Security: User Access Request

Request Type:

Database(s): Only select multiples if the details requested for this user are the same for each database.

Last Name: First Name: MI: Operator ID (if any): Telephone: Email Address:

Job Title: Supervisor: Functionality Requested:

Agency/Division: Title:

Location: Phone:

Financial Applications: ☐ Accounts Payable ☐ General Ledger ☐ Purchasing ☐ Billing ☐ Asset Mgmt

Click on "Summary" for a high-level listing of the Menus in this Class. Click on "Menus" for the detail.

Class	Summary	Menus	Add	Delete
DISPLAY				

Class			Add	Delete

Comments:

Record: 1 of 1

Form View

CAPS NUM

This page intentionally left blank for insertion of the actual form into a hardcopy of this document.

An Excel spreadsheet -- one each for Accounts Payable, General Ledger, and Purchasing -- summarizes the various menus, queries, and process profiles that are authorized for each class. It can be a useful guide in determining where best to place a new operator. Here is an example for the Purchasing classes:

GMS Security Summary: Purchasing							Agency				Other
	Adminis- trators PO_PA	Requestors PO_POR	Buyers PO_PAB	QPA Specialists PO_QPA	Contract Admin. PO_CA	Vendor Maintenance VNDMAINT	Approved Requestors PO_AAR	Approved Buyers PO_AAB	Open Requestors PO_AOR	Open Buyers PO_AOB	Interested Parties PO_IP
Application Set-up											
Define General Options	Active	None	None	None	None	None	None	None	None	None	None
Establish Business Units	Active	None	None	None	None	None	None	None	None	None	None
Structure Procurement Options	Active	None	None	None	None	None	None	None	None	None	None
Application Processing											
Administer Contracts	Active	(1)	Active	Active	None	None	None	None	None	(1)	None
Maintain Items for Purchasing	Active	None	None	None	None	None	None	None	None	None	None
Maintain Vendors	Active	None	(1)	None	(1)	Active	None	None	None	(1)	None
Manage Purchase Orders	Active	Active	Active	Active	(1)	(1)	(1)	(1)	(1)	(1)	(1)
Manage Requests for Quotes	Active	(1)	Active	None	None	None	None	Active	None	Active	None
Procurement Analysis	Active	None	None	None	None	None	None	None	None	None	None
Requisition Items	Active	(1)	(1)	None	None	None	(1)	(1)	(1)	(1)	(1)
Utilities / Tools											
Application Engine	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active
Application Reviewer	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active
Data Mover	Active	None	None	None	None	None	None	None	None	None	None
Help Designer	Active	None	None	None	None	None	None	None	None	None	None
Import Manager	Active	None	None	None	None	None	None	None	None	None	None
Message Agent	Active	None	None	None	None	None	None	None	None	None	None
nVision	Active	None	None	None	None	None	None	None	None	None	None
Process Monitor	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Query	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)
Report Books	Active	None	None	None	None	None	None	None	None	None	None
Utilities	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)	(2)

NOTES:

Active Accesses panels with Active fields for whatever actions are normally defined for that panel.

None "Display Only" capability is provided by the operator belonging to the PO_DSPLY class.

(1) Provided with selected active panels, otherwise "Display Only" via PO_DSPLY class.

(2) Selected Utilities and other Tools provided by the BUS_UTIL class.

GMS Security Summary: Purchasing							Agency				Other
	Adminis- trators PO_PA	Requestors PO_POR	Buyers PO_PAB	QPA Specialists PO_QPA	Contract Admin. PO_CA	Vendor Maintenance VNDMAINT	Approved Requestors PO_AAR	Approved Buyers PO_AAB	Open Requestors PO_AOR	Open Buyers PO_AOB	Interested Parties PO_IP

Query Access Groups
ERP ACCESS GROUP
PO ACCESS GROUP

Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	Active

Process Groups

FINALL
POALL
POCOBOL
TLSALL
VNDRALL

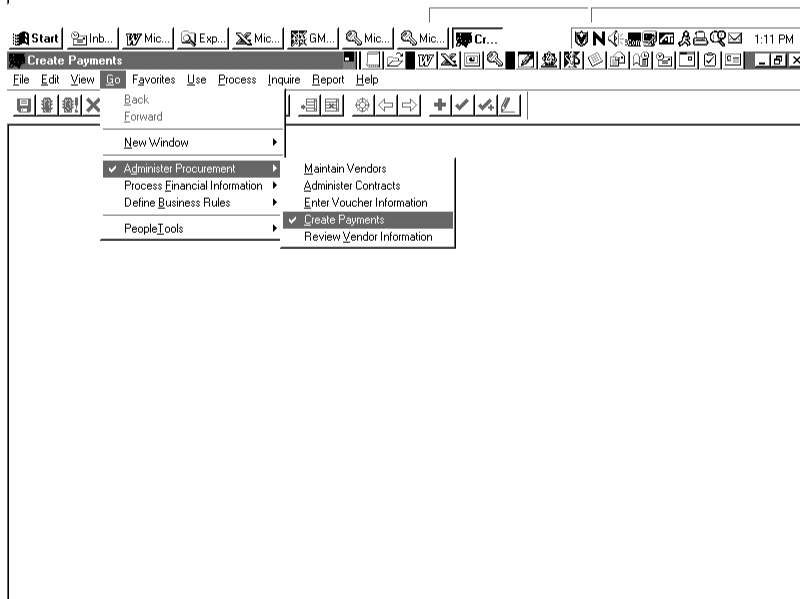
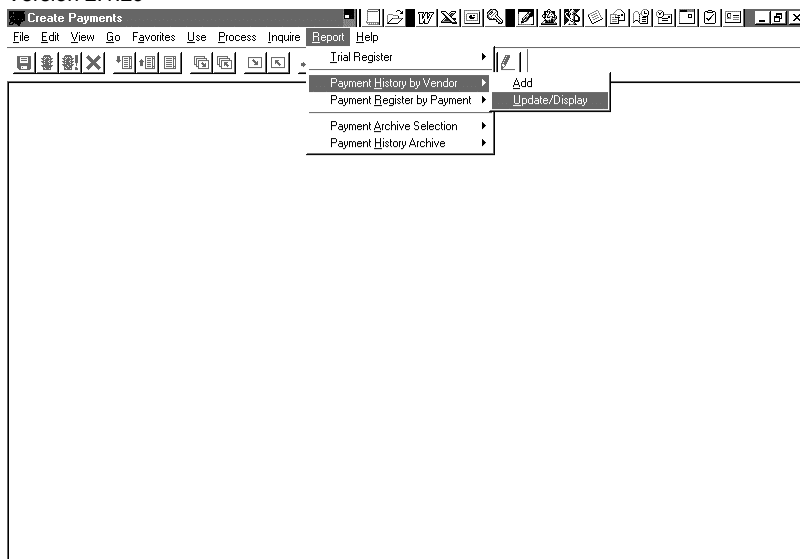
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	None
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	None
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	None
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	None
Active	Active	Active	Active	Active	Active	Active	Active	Active	Active	None

5.1.2 Security Class Detail

Operator	Menu Name	Bar Name	Bar Item	Panel Item	Auth Actn	Dis play
AP_OPER	CREATE_PAYMENTS	INQUIRE	PAYMENT_INFORMATION	HIDDEN_PAYMENT_INQUIRY_WORK	2	0
AP_OPER	CREATE_PAYMENTS	INQUIRE	PAYMENT_INFORMATION	PAYMENT_INFORMATION	2	0
AP_OPER	CREATE_PAYMENTS	INQUIRE	PAYMENT_INQUIRY_DEFINITION	PAYMENT_INQUIRY_DEFINITION	2	0
AP_OPER	CREATE_PAYMENTS	INQUIRE	REPLACED_PAYMENTS	REPLACED_PAYMENTS	2	0
AP_OPER	CREATE_PAYMENTS	INQUIRE	SOURCE_TRANSACTION_DEFINITION	PAYMENT_SOURCE_DEFINITION	3	0
AP_OPER	CREATE_PAYMENTS	INQUIRE	SUMMARY_REQUIREMENTS	SUMMARY_REQUIREMENTS	2	0
AP_OPER	CREATE_PAYMENTS	PROCESS	FORECAST_BY_BANK_ACCOUNT	FORECAST_BY_BANK_ACCOUNT	2	0
AP_OPER	CREATE_PAYMENTS	PROCESS	FORECAST_CYCLE	FORECAST_CYCLE	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PAYMENT_ARCHIVE_REQUEST	PAYMENT_ARCHIVE_REQUEST	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PAYMENT_HISTORY_REQUEST	PAYMENT_HISTORY_REQUEST	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PAYMENT_POSTING_DETAIL	PYMNT_POSTING_MESSAGE_DETAIL	2	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PAYMENT_POSTING_MESSAGES	PAYMENT_POSTING_MESSAGES	2	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PAYMENT_POSTING_REQUEST	PAYMENT_POSTING_REQUEST	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	PYFRCT_RQST	PYFRCT_RQST	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	RESET_FORECAST_CYCLE	RESET_FORECAST_CYCLE	2	0
AP_OPER	CREATE_PAYMENTS	PROCESS	SOL_IMP_MNU	SOL_RUN_IMP	3	0
AP_OPER	CREATE_PAYMENTS	PROCESS	SOL_SDO_MNU	SOL_RUN_SDO	3	0
AP_OPER	CREATE_PAYMENTS	REPORT	PAYMENT_ARCHIVE_SELECTION	PAYMENT_ARCHIVE_SELECTION	3	0
AP_OPER	CREATE_PAYMENTS	REPORT	PAYMENT_HISTORY_ARCHIVE	PAYMENT_HISTORY_ARCHIVE	3	0
AP_OPER	CREATE_PAYMENTS	REPORT	PAYMENT_HISTORY_BY_VENDOR	PAYMENT_HISTORY_BY_VENDOR	3	0
AP_OPER	CREATE_PAYMENTS	REPORT	PAYMENT_REGISTER_BY_PAYMENT	PAYMENT_REGISTER_BY_PAYMENT	3	0
AP_OPER	CREATE_PAYMENTS	REPORT	TRIAL_REGISTER	RUN_APY2030	3	0
AP_OPER	CREATE_PAYMENTS	USE	BACS_LOGON	BACS_LOGON_UK	2	0
AP_OPER	CREATE_PAYMENTS	USE	CHECK_RESTART	PYCYCL_MAP_WRK	2	0
AP_OPER	CREATE_PAYMENTS	USE	CHECK_RESTART	RESTART_CHECKS	2	0
AP_OPER	CREATE_PAYMENTS	USE	CONVERSION_ALERT	PYCYCL_CNV_WRK	2	0
AP_OPER	CREATE_PAYMENTS	USE	CONVERSION_ALERT	PYCYCL_CONVRT_ALRT	2	0
AP_OPER	CREATE_PAYMENTS	USE	LOST_DISCOUNT_ALERT	LOST_DISCOUNT_ALERT	2	0
AP_OPER	CREATE_PAYMENTS	USE	LOST_DISCOUNT_ALERT	PYCYCL_CNV_WRK	2	0
AP_OPER	CREATE_PAYMENTS	USE	NEGATIVE_BALANCES_BY_VENDOR	NEGATIVE_BALANCES_BY_VENDOR	2	0
AP_OPER	CREATE_PAYMENTS	USE	NEGATIVE_BALANCES_SUMMARY	NEGATIVE_BALANCES_SUMMARY	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAY_CYCLE_APPROVAL	PAY_CYCLE_APPROVAL	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAY_CYCLE_APPROVAL	WF_FUNCTIONS_01	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAY_CYCLE_SCHEDULE	PAY_CYCLE_SCHEDULE	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAY_CYCLE_STEP_DEFINITION	PAY_CYCLE_STEP_DEFINITION	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAY_CYCLE_STEP_TABLE	PAY_CYCLE_STEP_TABLE	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAYCYCLE_MANAGER	PAY_CYCLE_MANAGER	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAYCYCLE_MANAGER	PYCYCL_EXCEPTIONS	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAYCYCLE_MANAGER	PYCYCL_MAP_WRK	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_CANCELLATION	CANCEL_A_PAYMENT	2	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_ENTRY	ENTER_A_PAYMENT	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_SELECTION_CRITERIA	BANK/PAYMENT_METHOD_CRITERIA	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_SELECTION_CRITERIA	BANK_ACCOUNT_REPLACEMENT	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_SELECTION_CRITERIA	BUSINESS_UNIT_CRITERIA	3	0
AP_OPER	CREATE_PAYMENTS	USE	PAYMENT_SELECTION_CRITERIA	DATE_CRITERIA	3	0

Shown below is an example of the navigation that would be enabled with the security as defined:





Retrieving Information

There are two primary ways of looking up specific requests: List All Users and Search for User Requests:

List All Users returns all of the requests sorted by Operator ID by date. Once you get the result, you can use standard MS-Access tools to sort by other criteria: Last Name, Date Completed, etc. Then click the magnifying glass to open the particular request form.

Microsoft Access - [Main Switchboard]

File Edit View Insert Format Records Tools Window Help

GMS Security

- ☐ Add a User Access Request
- ☒ List All User Requests
- ☐ Search for User Requests

Microsoft Access - [frmRequestList]

File Edit View Insert Format Records Tools Window Help

GMS Security

User Name	Operator ID	Telephone	Modules	Date Complete	Request ID
Breeden Missy	MBREEDEN		AP GL PO BI AM		95
Brown Bill	BBROWN		AP GL PO BI AM		33
Bullock Angie	ABULLOC		AP GL PO BI AM		29
Bunton Natalie	NBUNTON	(317) 233-1489	AP GL PO BI AM		12

Microsoft Access - [frmDisplay_User_Access_Request]

File Edit View Insert Format Records Tools Window Help

GMS Security: User Access Request

Display Mode
This displays one specific Security Request. Please submit a new request for changes to an existing Operator profile.

Request Type: **New Request**

Database(s): **FSPRD7**

12

Last Name: **Bunton** First Name: **Natalie** MI: Operator ID (if any): **NBUNTON** Telephone: **(317) 233-1489** Email Address: **nbunton@idoa.state.in.us**

Job Title: **Clerical Asst. III** Supervisor: **Brian Renner** Title: **Superintendent** Phone: **(317) 232-1380**

Agency/Division: **IDOA/State Motor Pool** Functionality Requested: **Access to all A/P Panels**

Location: **JGCS**

Financial Applications: ☒ Accounts Payable ☐ General Ledger ☐ Purchasing ☐ Billing ☐ Asset Mgmt

Click on "Summary" for a high-level listing of the Menus in this Class. Click on "Menus" for the detail.

Class	Summary	Menus	Add	Delete
DISPLAY	Summary	Menus	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AP_ADMIN	Summary	Menus	<input type="checkbox"/>	<input type="checkbox"/>
AP_OPER	Summary	Menus	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments:

Record: 1 of 1 (Filtered)

Callouts:

- The selected transaction is provided in "Display Mode" since we don't want to revise a previous
- Click "New Request" to add a new transaction. Much of the Operator's

You can also select the Search option from the main menu. Search for any terms, dates, codes, etc., that are relevant and you will be returned a result containing requests with only those characteristics. Show below are examples for operator name, operator class, and database name. You will often want to put an asterisk (*) in front of the search string if you want to pick all references -- for example, if you want to include those requests where the search characters are in a "comments" field.

Microsoft Access - [frmSearchResult]

	Abbott	Steve	M	SABBOTT	IDOA/Operations	(317) 232-3046	AP	GL	PO	BI	AM	07/01/1999	1
	Degner	J. Michael		JDEGNER	IDOA		AP	GL	PO	BI	AM		2
	McFadden	Amy		AMCFADDE	IDOA / Procurement		AP	GL	PO	BI	AM		3
	Wilson	Myra		MWILSON			AP	GL	PO	BI	AM		4
	Deaton	Teresa		TDEATON			AP	GL	PO	BI	AM		5
	Seifert	Shawn		SSEIFERT			AP	GL	PO	BI	AM		6
	Jani	Mina		MJANI			AP	GL	PO	BI	AM		7

Record: 1 of 23
Form View

Standard Reports

A limited number of reports are available. All of the MS-Access tools are available for new queries and reports.

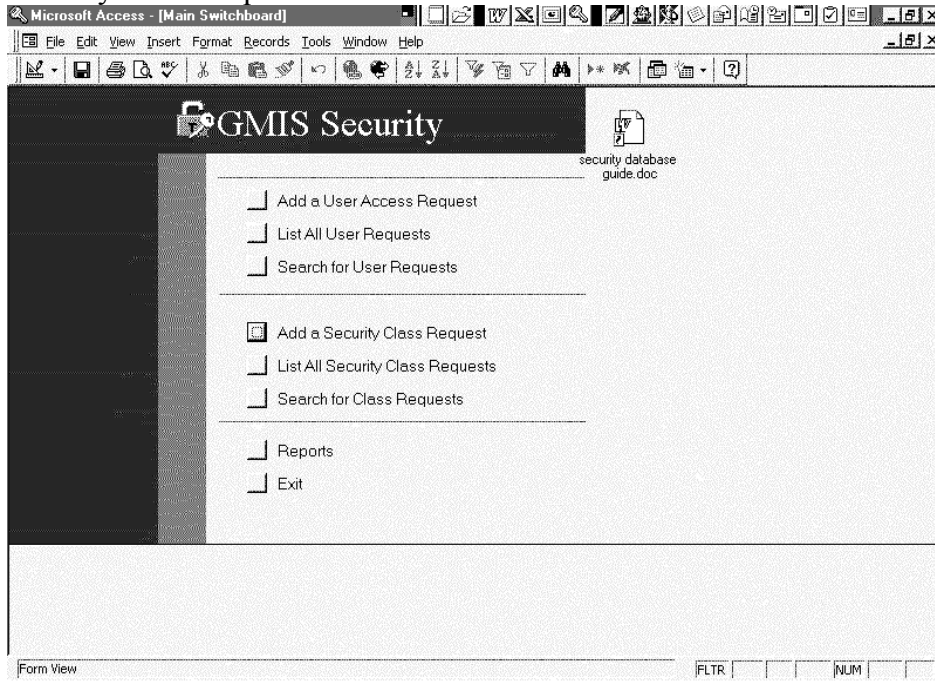
The screenshot displays the Microsoft Access interface for the GMS Security database. It shows three overlapping windows:

- Microsoft Access - [Main Switchboard]:** The main window with a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help) and a toolbar. The main area contains a list of options:
 - Add a User Access Request
 - List All User Requests
 - Search for User Requests
 - Add a Security Class Request
 - List All Security Class Requests
 - Search for Class Requests
 - Reports
 - Exit
- Microsoft Access - [Reports]:** A smaller window showing report options:
 - User Access Requests - Summary
 - Class Update Requests - Summary
 - Return
- Microsoft Access - [rptSummaryListing : Report]:** A report window titled "Operator Request Summary: A Listing of Individual Transactions". It displays a table with the following data:

Name	Operator ID	Agency	Telephone	Modules in Request	Completed	Request ID
				AP GL PO BI AM		122
Abbott Steve M	SABBOTT	IDOA/Operations	(317) 232-3046	AP GL PO BI AM	07/01/1999	1
Abney Robin	RABNEY			AP GL PO BI AM		22
Acobert Lisa	LACOBERT			AP GL PO BI AM		86
Adrian Dana	DADRIAN			AP GL PO BI AM		25
Alcorn Carla	CALCORN			AP GL PO BI AM		43
Alexander Helga	HALEXAN			AP GL PO BI AM		64
Anderson Andre	AANDERSO			AP GL PO BI AM		16
Anderson Rita	RANDERSO			AP GL PO BI AM		108

Below the table, there is a status bar showing "Page: 1 of 1" and "Ready". To the right of the report, there are filters: "FLTR" and "CAPS NUM".

Security Class Requests



The flow of these requests will vary slightly depending on the activity that requires the change. For example:

1. A system modification is being migrated thru the various database environments.

Often a modification includes new panels, reports, processes, etc., and these are added to or replace items in the PeopleSoft menu structure. In order to be usable in the new database environment, they have to be "turned on" in PeopleSoft security. Because of our class structure, a panel, report, etc., would need to be turned on for a number of classes depending on whether that item was appropriate for the operators in that class. (Note: Even though it can be tedious to make these changes in each of the classes, it is certainly better than making the changes for each operator!)

When the Technical Analyst has finished their work in the Development database, and is ready to move to the User Testing environment (FSQA7 for Financials), he or she will trigger the security work by providing a copy of the Request for Migration form to the Security Administrator. Based on the security class definitions already established, the Security Administrator will turn on the new items for the predefined classes.

When the migration is to the Production environment, approval for the appropriate security classes will be obtained before turning on the new items.

For more detail see the GMIS Security Procedures document. The relevant section is included at the end of this guide.

2. A new security class is requested, an existing class needs changes, or a class is to be deleted.

Since security classes are largely based on functional needs of a group of operators, those classes need periodic maintenance as roles change including adding and deleting classes as well as modifying the menus and functions available with a particular class.

The GMIS System Manager can initiate this change by entering a request into this Security Database. This tool will provide some guidance as to which classes should be considered if making changes to a menu item (such as Requisition Items) as well as "drill down" to the specific PeopleSoft names for the menus and panels, eliminating a lot of research for the manager.

In either case, the requestor (or the Security Administrator) enters a new transaction into the Security Database. A print of that form provides a working checklist of potentially affected classes. The requirements for the change are confirmed, various notes may be made on the working checklist including queries confirming the affected panels, reports, etc., and a final update may be made to the request by the Security Administrator.

1. Enter the Request Type:
Add ...
Change ...
Delete ...

This Request Type relates to the class as a whole.

2. Indicate the databases that this request is for

3. Indicate the classes to be changed or deleted. Or, enter the proposed name for a

4. Record any "Project References" -- The SOI project name, the log number from the Issues Database, and/or the Change Control ID. There may be multiples. Recording these references makes it easier to find related

5. Select the Request Type for the specific Menu/Panel

6. Select the specifics from the drop downs. If you don't see the one you need, just key it in.

7. Select the allowed

8. Add any comments or other specifications for this request.

Record: 1 of 1
Form View

You can save the current request multiple times while you work on it.

Once the request is completed by the Security Administrator, the particular transaction is only available in "Display" mode.

When you have finished all of the appropriate entries, you will print out the form. Click this "Preview" button to see what your result will look like and then send to your printer. See the sample on the next page.

Clicking the "Return" button will take you back to the Main Menu.

Microsoft Access - [frmClass_Update_Request2 : Form]

File Edit View Insert Format Records Tools Window Help

GMIS Security: Class Update Request

Request Type:

Database(s): Class(es):

Only select multiples if the details requested below are the same for all databases and classes. Otherwise, submit separate requests.

Project References:
SCR Proj.Name:
Issue #:
Change Control ID:

Request: Add Change Delete	Menu	Action	Item	Panel	Panel Actions				
					Add	Upd/ Dsply	Upd / Dsp All	Corr	Display Only
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: Panel design may limit Panel Action choices.

Other_Specifications:

Note: Items for classes such as "Display" and "PO_DSPLY" will be made Display Only.

GMIS System Manager Date Approved Security Administrator Date Completed

Confirmation_Result:

Record: 1 of 1

Form View

Again, there are two primary ways of looking up specific requests: List All Security Class Requests and Search for Class Requests. "List Requests" is shown in this example. You may also want to do a search by Menu/Panel name to see all of the changes that have been made for that particular item -- or perhaps a search by class to see how one of those has been affected. Regardless, once you get your search result, you click the magnifying glass to see

Microsoft Access - [Main Switchboard]

File Edit View Insert Format Records Tools Window Help

GMIS Security

security database guide.doc

☐ Add a User Access Request
☐ List All User Requests
☐ Search for User Requests

☐ Add a Security Class Request
☒ List All Security Class Requests
☐ Search for Class Requests

Microsoft Access - [frmRequestList]

File Edit View Insert Format Records Tools Window Help

Request ID	Request Name	Database	Class(es)	Issue #	Change Control ID
SOIP0393	MAINTAIN_VENDORS	FSPRD7	PO_PA	07/29/1999	8
Issue		FSDVL7	VNDMAINT	DISPLAY	
ChgCtrl 16			ALLPNLS		
SOIP0394	MANAGE_PURCHASE_ORDERS	FSQA7	PO_PA	10	
Issue		FSDVL7	PO_PAB	PO_A*	
ChgCtrl 27			PO_POR	ALLPNLS	

Form View

Microsoft Access - [frmDisplay_Class_Request : Form]

File Edit View Insert Format Records Tools Window Help

GMIS Security: Class Update Request

Request Type:

9

Database(s): FSQA7 Class(es): PO_PA PO_DSPY
VNDMAINT DISPLAY
APPDEV1 ALLPNLS

Project References:
SCR ProjName: SOIP0393
Issue #:
Change Control ID: 16

Only select multiples if the details requested below are the same for all databases and classes. Otherwise, submit separate requests.

Note: Panel design may limit Panel Action choices.

Request:	Menu	Action	Item	Panel	Add	Upd/ Dsly	Upd / Dsp All	Corr	Display Only
Add	MAINTAIN_VENDORS	USE	SOI_VNDR_PROF	SOI_VNDR_PROF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other Specifications:

Per Migration Request: 07/27/1999
GMS System Manager Date Approved

Scott Billman 07/29/1999
Security Administrator Date Completed

Record: 1 of 1 (Filtered)

Form View

FLTR NUM

the actual transaction.

A limited number of reports are available. All of the MS-Access tools are available for new

queries and reports.

Form View FLTR | CAPS NUM |

Form View FLTR | NUM |

Project References	Action	Menus	Databases	Classes
ProjName SOIPO412 Issue # Chg Cntrl # 33	Add	MANAGE_REQUESTS_FOR_QUOTES SOI_RFQ_RESP_LN	FSPRD7 FSDVL7	PO_PA PO_AAB PO_PAB PO_AOB PO_POR ALLPNLS
ProjName SOIAP273C Issue # Chg Cntrl # 31	Add	CREATE_PAYMENTS SOI_RUN_IMP	FSQA7	AP_ADMIN APPDEV1 AP_OPER ALLPNLS DISPLAY
ProjName SOIPO412 Issue # Chg Cntrl # 33	Add	MANAGE_REQUESTS_FOR_QUOTES SOI_RFQ_RESP_LN	FSQA7	PO_PA PO_AAB PO_PAB PO_AOB PO_POR ALLPNLS
ProjName SOIPO393 Issue # Chg Cntrl # 16	Add	MAINTAIN_VENDORS SOI_VNDR_PROF	FSQA7	PO_PA PO_DSPLY VNDMAINT DISPLAY APPDEV1 ALLPNLS
ProjName SOIPO393 Issue #	Change	MAINTAIN_VENDORS SOI_VNDR_PROF	FSPRD7 FSDVL7	PO_PA PO_DSPLY VNDMAINT DISPLAY

Page: 1 of 1
Ready NUM

Section x.x Security Changes for System Modifications

As modifications are migrated to new databases, changes are usually required in PeopleSoft security to enable the new menus for the various operator classes. (Note: There may be objects other than menus that are migrated and need security enabled. They would follow the same process, but the term "menus" is used here for simplicity.) Following are the mechanics for each migration:

FSDEV7 -to- FSQA7

The developer provides a copy of the Migration Request to the security administrator.

The security administrator records the migration in the GMIS Security Database and generates a request form as a checklist for the classes to be affected. By agreement, the GMIS System Manager (Mike Degner, Myra Wilson, etc.) will have preauthorized certain classes based on their previous definition. For example, a new report in the "Manage Purchase Orders" menu group would be enabled for all of the classes that have "active" access to that group. In this example, that would include PO_PA (administrators), PO_PAB (approved buyers), etc.

The security administrator enables the menu for those pre-authorized classes.

The security administrator will notify the "GMIS System Manager" (Mike Degner, Myra Wilson, etc.) that the menu has been activated in security by transmitting a copy of the security request form. They, or their staff, may already be working with the developer in testing the modification, so this notification is to make sure that the classes that have been enabled are appropriate.

If necessary, the GMIS System Manager will return the form to the security administrator with any needed changes.

FSQA7 -to- FSPRD7 (and FSDVL7)

This migration has a similar flow except that the GMIS System Manager approves the security changes before they are executed:

The developer provides a copy of the Migration Request to the security administrator.

The security administrator records the request in the GMIS Security Database and generates a worksheet for review with the GMIS System Manager.

The System Manager records (or confirms) the appropriate classes and signs the form.

The security administrator makes the corresponding changes, documenting them on the form along with confirming query results showing all of the classes affected.

The security administrator notifies the "GMIS System Manager" (Mike Degner, Myra Wilson, etc.) that the menu has been activated in security.

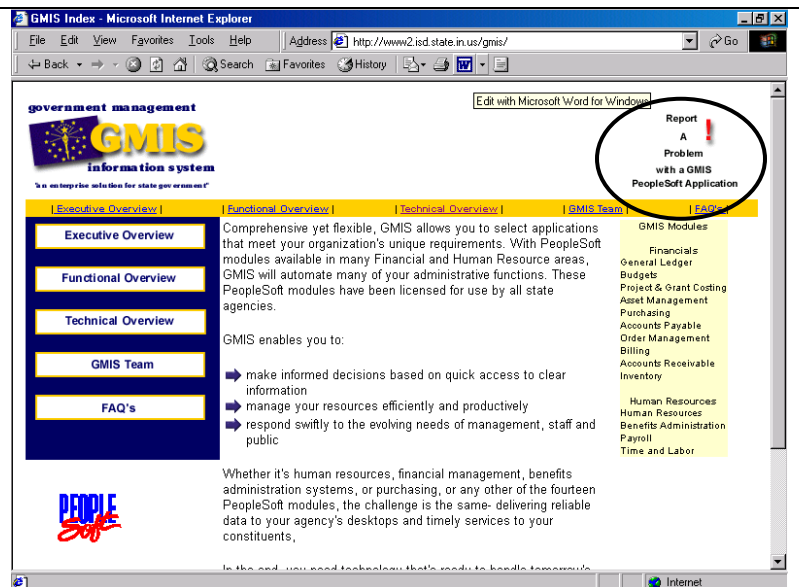
Appendix F. GMIS ISSUES Database Guide

Getting a detailed problem description into the hands of the staff that can fix it is critical to a timely and accurate solution. It's also important that a range of staff are aware of the problem so that we are not independently fixing a problem over and over. And, we need to build on the knowledge base that evolves so that when a problem occurs, we can search for previous fixes or related issues. Following are our mechanics to accomplish these goals:

So that all system users have a vehicle for reporting problems, the initial entry point is an Intranet-based submittal utility. Here's the navigation: From the GMIS Project Team page, click the Issue Entry button and you will receive the form below.

Navigate to the GMIS website at:
<http://www2.isd.state.in.us/gmis/>

Notice the link in the upper right corner to report an issue.



The form itself is fairly self-explanatory:

- You enter a short description
- assign your initial priority and indicate the date a solution is required
- tell where the problem occurred
- and provide a narrative description and also the potential impact of the problem.

When you click the Submit button at the bottom of the form it will return the detail for you to review before clicking the Submit button to actually transmit the issue or problem. An E-mail message is then generated and sent to a distribution list that includes GMIS project management, support team members, and others. The distribution list is a standard MS-Outlook mailing list maintained by the DoIT e-mail team.

GMIS Confirmation - Microsoft Internet Explorer

Address: http://www2.istd.state.in.us/scripts/gmis/confirm.cfm

You are about to insert the following information to the GMIS database.
Do you want to insert the information as shown?

Reported By:	Jim Wels
Priority:	Low
Short Description:	Sample problem report
Date Reported:	09/13/2001
Date Required:	12/31/2001
Product Line:	1 Financials Public Sector
Product:	1 General Ledger
Release:	7.51
Database:	1 FSPRD
Error Program:	
Description:	This is a sample error report.
Potential Issue Impact:	None really.
Email:	gmis_faia@doit.state.in.us

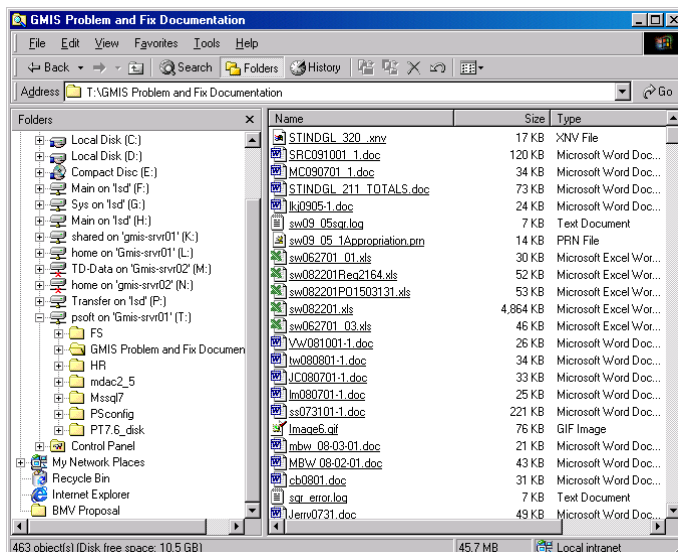
Use the **Back** button on your web browser if you need to return to the previous page and correct any errors

Done Internet

In just this one step, the user has communicated the problem in their own words to the staff that will address it, and at the same time, given a "heads-up" to other team members.

One of the most important components of describing the problem is capturing those messages that pop-up when it occurs. Right now there is no magic button to click to have that message appear for the problem-resolution staff. So we use the tried-and-true method of screen prints/panel shots with this process:

- Copy those error messages (use Alt-PrintScreen) and the panel they were on at the time into an MS-Word document
- Save that document with a name that includes your initials and the month-day and a number to indicate that day's sequence, for example:
- SC0526-1.doc
- And stored in the location reserved for this purpose:
\\Gmis-srvr01\PSoft\ GMIS Problem and Fix Documentation



A separate tool, the GMIS Issues database, is used from this point to assign the problem to

the appropriate staff resource, track the activity to solve it, and document that solution. The designated technical staff transfer the e-mail information and any supporting documentation to a record for each issue. From this database you can then update the problem statement, resolution activity, tie the problem to specific PeopleSoft fixes and updates that are in the database, and obtain a variety of reports. You can also do keyword searches to help identify potential solutions or where we have fixed a similar problem before. Generally, the technical staff will be the primary users of this database, but all GMIS team members have access to it to do their investigation or check on the status of their issue.

Microsoft Access - [GMIS / PeopleSoft Update Tracking]

File Edit View Insert Format Records Tools Window Help

Government Management Information Systems
Tracking System

- Create New Log Entry
- Locate Existing Entry (from Total Listing)
- Search Database
- Reporting

- Migration Requests
- Exit

State of Indiana

Form View FLTR NUM

Microsoft Access - [frmProblemDetail]

File Edit View Insert Format Records Tools Window Help

Internal Problem Tracking System
Add / Update Detail Problem ID: 495

Reported By: Clingan, Sharon Date Reported: 06/28/1999 Priority: 5 - Critical
Category: Issue Date Required: 06/29/1999 Status: Closed

Short Description: Cannot add rows to Bank Accounts

Summary Information

1	Financials Public Sector	FS-ALL	All Financials Databases
8	AP Accounts Payable		
7.01			

Description:
I went to Manage Bank Accounts and inserted rows under the Payment Method panel. When I went to save, received an error regarding voucher line (see panel shot in K drive SC0628-01.doc. I need this fix to do training. As a side note, this also errors in FSTEST (I'm sure it does in QA as well) and Ayman has spoken to someone about

Potential Issue Impact:
Effects training outline and demo.

Government Management Information Systems State Of Indiana

Record: 1 of 1 (Filtered)

Form View FLTR NUM

Microsoft Access - [frmProblemDetail]

Internal Problem Tracking System
Add / Update Detail
Problem ID: 495

Reported By: Clingan, Sharon Date Reported: 06/28/1999 Priority: 5 - Critical
Category: Issue Date Required: 06/29/1999 Status: Closed

Short Description: Cannot add rows to Bank Accounts

Summary Information

Product Line:	Financials Public Sector	Product:	FS-ALL	All Financials Databases
Product:	AP Accounts Payable	Product:		
Product:	7.01	Product:		

Description:
I went to Manage Bank Accounts and inserted rows under the Payment Method panel. When I went to save, received an error regarding voucher_line (see panel shot in K drive SC0628-01.doc. I need this fix to do training. As a side note, this also errors in FSTEST (I'm sure it does in QA as well) and Ayman has spoken to someone about.

Potential Issue Impact:
Effects training outline and demo.

Government Management Information Systems State Of Indiana

Record: 1 of 1 (Filtered)

Form View

A hardcopy summary of the issue record is available from the database as shown in this example:

Microsoft Access - [rptProblemDetail]

GMIS: Tracking Summary for Issues, Mods, Updates/Fixes Log # 495

Category: Issue Dates - Reported: 06/28/1999 Priority: 5 - Critical
Reported By: Clingan, Sharon Required: 06/29/1999 Status: Closed

Short Description: Cannot add rows to Bank Accounts

Product Line: Financials Public Sector Product: AP Accounts Payable
Database: FS-ALL Error Program:

Description:
I went to Manage Bank Accounts and inserted rows under the Payment Method panel. When I went to save, received an error regarding voucher_line (see panel shot in K drive SC0628-01.doc. I need this fix to do training. As a side note, this also errors in FSTEST (I'm sure it does in QA as well) and Ayman has spoken to someone about this. Thank you.

Potential Issue Impact:
Effects training outline and demo.

Page: 1 of 1

Ready

Microsoft Access - [Issues Summary Report]

Database	Status	Priority	DateReported	Problem Description	Reported By
HRDVL75	Closed	4 - High	09/13/1999	Cannot access Crystal Reports	Nesse, Randy
FSPRD7	Open	4 - High	09/02/1999	Can't change Vendor location on a Vendor Contract once it i	Clark, Becky
FSDVL7	Closed	3 - Medium	08/31/1999	Invalid parameters 0 for function scmgstetid(0)	Walker, Mark
FSPRD7	New	5 - Critical	08/26/1999	Delivered Public Query missing from FSPRD7 - FIN3004	Clingan, Sharon
FSQA7	New	4 - High	08/24/1999	Can't issue QPA releases for items that are not in the item fil	Clark, Becky
FSPRD7	New	3 - Medium	08/18/1999	Error posting manual payments	Starry, Joe
	New	4 - High	08/17/1999	DB2 Connect Failure - "Unable to Find Valid License"	Billman, Scott
FSPRD7	New	4 - High	08/17/1999	Need to delete Period 0, FY 2000 Ledger ACTUALS tmaaa	Degner, Mike
HR-ALL	Closed	5 - Critical	08/16/1999	Cannot run SQL's	Creech, Syl
HRTEST75	New	3 - Medium	08/12/1999	COURSE_SESSN_TBL4 - Vendor Field	Litty, Daniel
HR-ALL	New	5 - Critical	08/11/1999	PSPBARUN Fails on Process Options phase	Taylor, Deb
FSDEV7	New	4 - High	08/03/1999	Unable to drop table in FSDEV7	Starry, Joe
FSPRD7	New	4 - High	08/03/1999	Voucher Edit Request in FSPROD7	Vehvali, Sean
FSDVL7	New	4 - High	08/02/1999	SQL error when printing any report in FSDVL7	VonLehnden, Mark
HRTEST75	New	4 - High	08/02/1999	Error Message Temp Emp on Position	Creech, Syl
HRTEST75	New	4 - High	07/30/1999	Response Time	Creech, Syl
HRTEST75	New	5 - Critical	07/30/1999	Emplid Auto Assign Not Working	Creech, Syl

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Ready

As well as a variety of reports:

Microsoft Access - [Reporting]

File Edit View Insert Format Records Tools Window Help

Government Management Information Systems
Tracking System

☒ Issues Summary Report (One Line - All Criteria)
☐ Issues Summary Report (Reported By)
☐ Issues Summary Report (System)
☐ Issues Summary Report (Assigned To)

☐ Infrastructure Issues
☐ Fix/Update Summary Report

☐ Modifications Summary Report
☐ Return

State of Indiana

Form View

There is also a search capability to retrieve records by keyword, issues for specific databases, etc.

Enter Parameter Value

Search For:
"deadlock"

OK Cancel

Microsoft Access - [frmProblemList]

File Edit View Insert Format Records Tools Window Help

Problem / Incident Log

	Foley, T.	Issue	10/26/1998	HRMS Public Sector	HR	Human Resc	HRDEV	5 - Critical	Closed
14	SQL Code 913 Error								
	Creech, S.	Issue	10/27/1998	HRMS Public Sector	HR	Human Resc	HRDEV	3 - Medium	Closed
16	SQR Abends								
	Clingan, S.	Issue	11/18/1998	Financials Public Sec	AP	Accounts Pay	FSDEV7	5 - Critical	Closed
33	Creating Payments								
	Clingan, Sharon	Issue	03/02/1999	Financials Public Sec	AP	Accounts Pay	FSDEV7	4 - High	Closed
206	913 Error Infrastructure								
	Clark, Becky	Issue	05/12/1999	Financials Public Sec	PO	Purchasing	FSDEV7	4 - High	Closed
374	Build Purchase Orders Abended in FSDEV7 Infrastructure								
	Billman, Scott	Issue	05/25/1999	Financials Public Sec	All	All Modules	FSQA7	4 - High	Closed
402	Unable to run PS-Query in FSQA7 Infrastructure								
	Starry, Joe	Issue	08/03/1999	Financials Public Sec	PT	PeopleTools	FSDEV7	4 - High	New
575	Unable to drop table in FSDEV7 Infrastructure								

Government Management Information Systems **State Of Indiana**

Record: 1 of 7

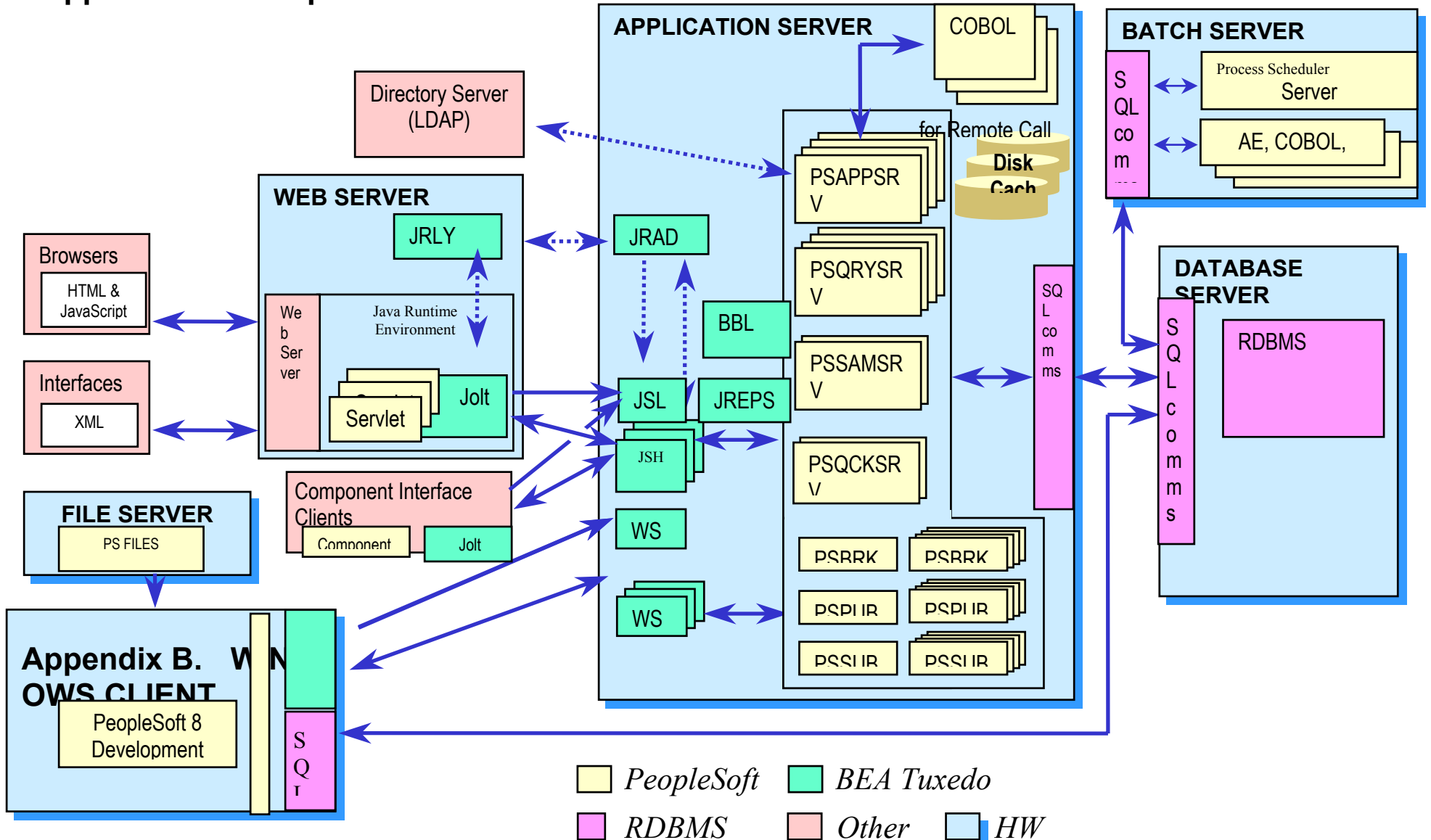
Form View

And because this database is also a repository for PeopleSoft Fix-Updates and our own modifications, we are able to identify activities in numerous categories that might relate to a specific problem.

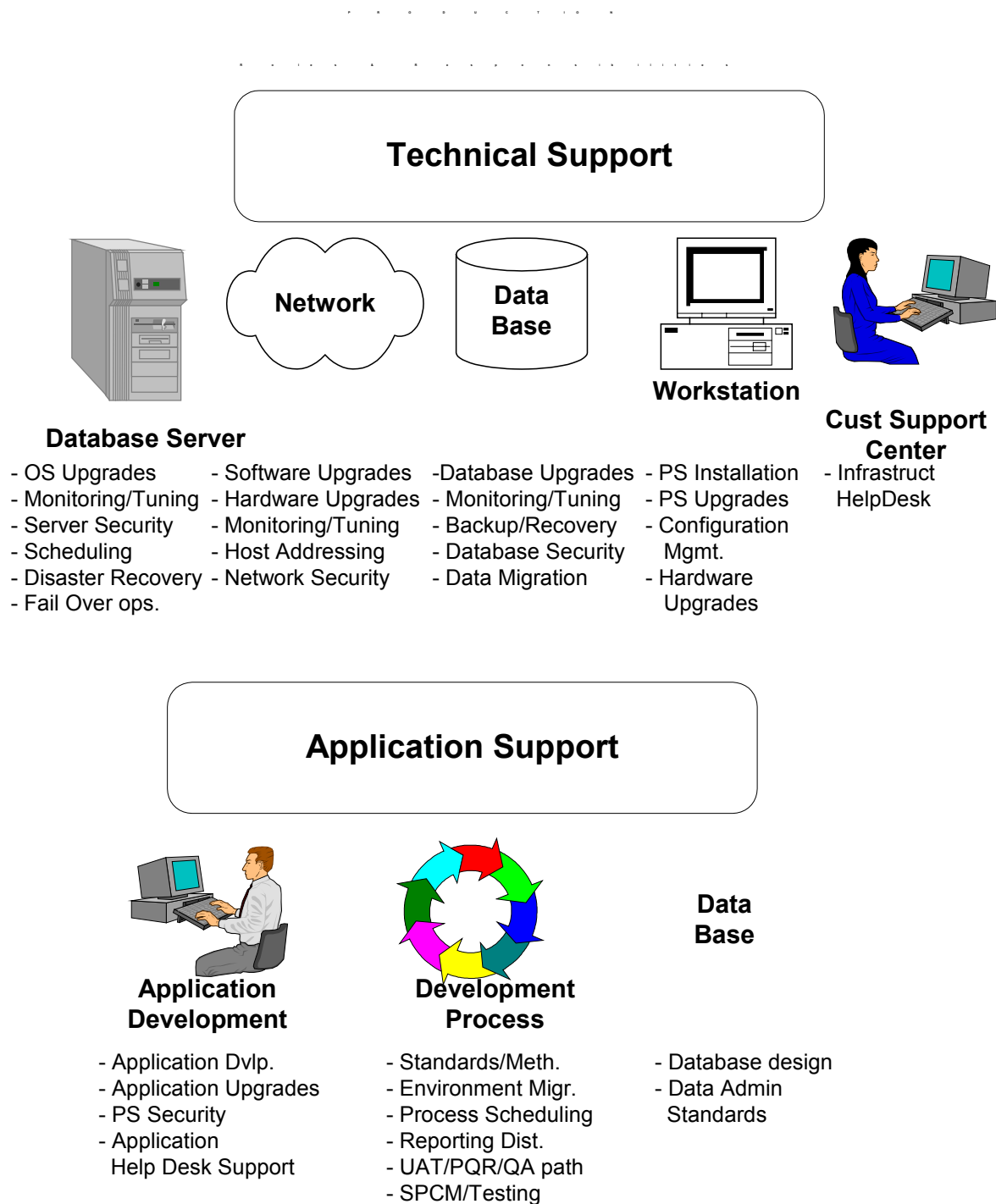
It's also a workflow tool that helps us understand who has been assigned tasks and allows us to manage the priorities across different categories.

As with any tool that has a number of features, it may appear complicated. However the only requirement we have of the end users is to do the best job they can in defining their problem - and that's filling out the Intranet form and providing screen prints. The rest of the mechanics are to help the support staff resolve the problem and evolve a base of documentation that helps us fix problems more quickly or avoid similar issues in the future.

Appendix G. PeopleSoft Technical Architecture



Appendix H. PeopleSoft Support Roles



Appendix I. Reference Documents

Document Name	Publication Date	Location	Document ID	
PeopleSoft				
Hardware and Software Requirements				
Tuning Guide				
GMIS Project				

Appendix J. Document Revision Control

Version	Date	By	Description
1.2	10/23/99	Scott Billman	Numerous corrections and updates to working draft with input from John Good and Mark Walker and Scott Billman
3.0	01/15/2001	Jim Welsh	Numerous formatting changes and additional documents.